

# VILLAGE OF ALTAMONT

PO Box 643 Altamont NY 12009

Telephone: (518) 861-8554 Fax: (518) 861-5379

## REQUEST FOR USE OF VILLAGE COMMUNITY ROOM

PERSON IN CHARGE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

ORGANIZATION: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

DATE REQUESTED: \_\_\_\_\_ TIME: \_\_\_\_\_ PHONE: \_\_\_\_\_

TYPE OF EVENT: \_\_\_\_\_

NUMBER OF PERSONS EXPECTED: \_\_\_\_\_

RENTAL FEE: \$ \_\_\_\_\_ MAKE CHECKS PAYABLE TO THE "VILLAGE OF ALTAMONT".

NON-REFUNDABLE POLICY IN EFFECT ON CANCELLATIONS. (Please refer to Village of Altamont Facilities Rental Fee Schedule)

Caterer : \_\_\_\_\_ (Caterer must submit Certificate of Insurance prior to event)

### ALCOHOL BEVERAGE PERMIT

PERSON IN CHARGE: \_\_\_\_\_ LICENSE PLATE # \_\_\_\_\_

MAKE OF CAR: \_\_\_\_\_ YEAR: \_\_\_\_\_

BEVERAGE: WINE:\_\_\_ BEER:\_\_\_ LIQUOR:\_\_\_ DATE APPROVED:\_\_\_\_\_ APPROVED BY: \_\_\_\_\_

In consideration of fee charged, it is understood that the person(s) in charge shall indemnify and save harmless the Village of Altamont and all its officials, agents or employees from all suits, actions or claims arising from the use of the Village facilities. A \$50 refundable security deposit is required. Community Room is to be vacated in the condition in which it was rented, otherwise the \$50 will be used to cover the cost of additional cleaning and/or trash removal to be done by Dept. of Public Works. See additional form for rental of Kitchen if needed.

I confirm that I have read all the attached "USE OF COMMUNITY ROOM REGULATIONS". I acknowledge that the Room is "CARRY IN-CARRY OUT" and agree to gather and remove all event trash.

Signature of PERSON IN CHARGE: \_\_\_\_\_

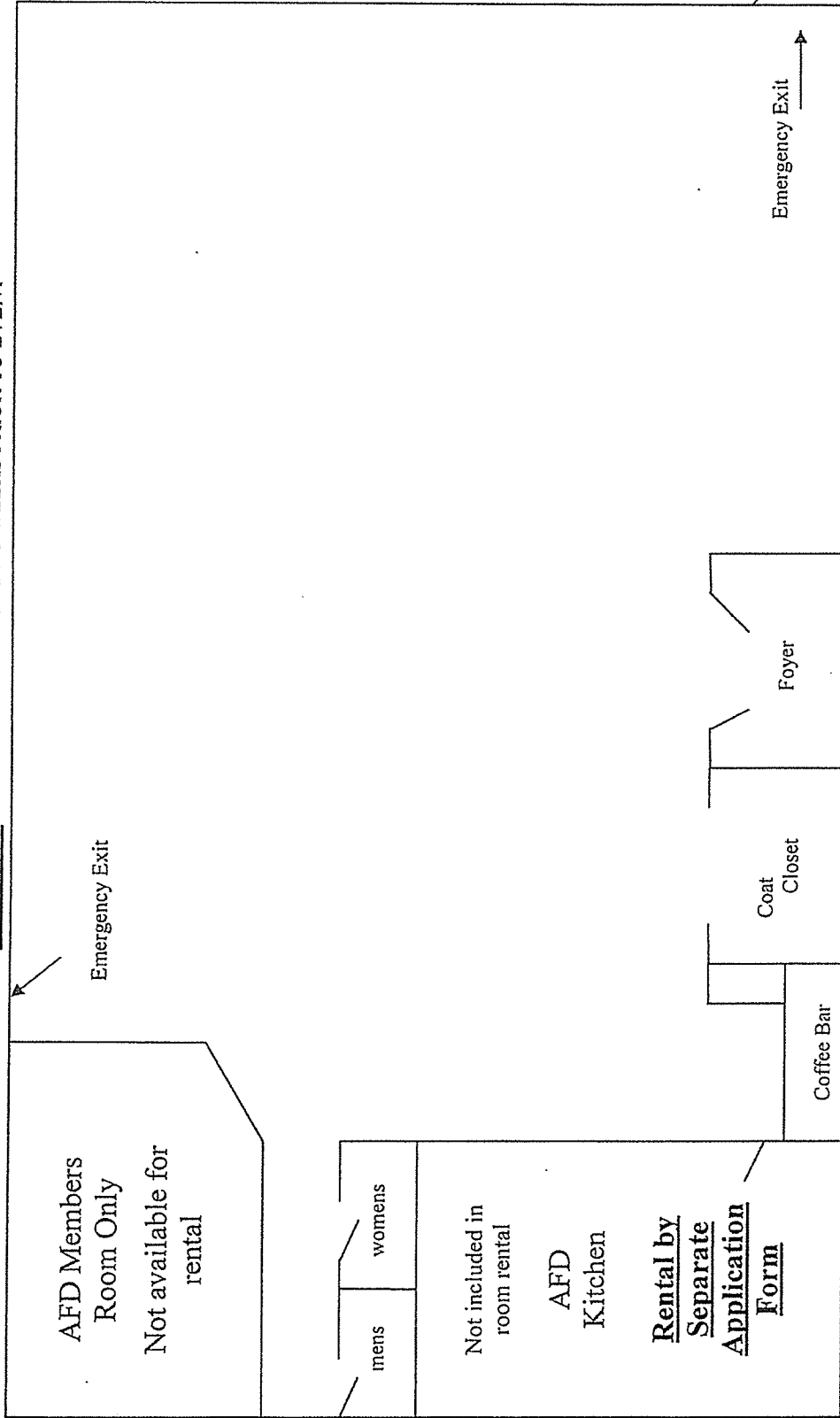
#### OFFICE USE ONLY

Date Request Received: \_\_\_\_\_ Date Approved: \_\_\_\_\_ Approved by: \_\_\_\_\_

Payment Received: \_\_\_\_\_ Method of Payment: \_\_\_\_\_ Received by: \_\_\_\_\_

Special Considerations For Use: \_\_\_\_\_

APPLICATION WILL NOT BE ACCEPTED WITH OUT COMPLETED FLOOR PLAN AND PAYMENT IN FULL  
ALL OF THE ABOVE MUST BE SUBMITTED AT LEAST TWO WEEKS PRIOR TO EVENT



Included in rental: Seating up to 194.  
(19) 72" Round Tables and (194) Chairs,

(10) 8 ft banquet tables, (2) 5 ft banquet tables  
(1) 6 ft banquet tables (1) 4 ft banquet tables

# VILLAGE OF ALTAMONT KITCHEN RENTAL

Rental of Community Room does not include kitchen use. To use kitchen, this form and payment must be submitted at time of Community Room Rental Request form. A fee of \$ 50.00 (payable to the Village of Altamont) is required for limited use of the kitchen. (See listing below)

Kitchen rental includes only countertops and certain large appliances. Kitchenware including dishwasher, cookware, bakeware, coffeemakers, small appliances, utensils, dishes, paper products and servingware are not available for rental and may not be used.

No one under the age of 18 is allowed in kitchen for safety reasons.

All leftover food products as well as trash/waste must be removed from village property at end of event. Kitchen is to be left in the condition in which it was rented.

The Altamont Fire Department, Ladies Auxiliary or Village of Altamont will provide no storage space and assumes no responsibility for equipment or personal articles belonging to individuals/caterers using the kitchen. The rental is for the period of time as listed on the Village of Altamont Facilities Rental Fee Schedule. The "Person in charge" will be held liable for any damages or missing items from the kitchen.

Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Caterer: \_\_\_\_\_ Telephone: \_\_\_\_\_

Date requested: \_\_\_\_\_

Check items to be used :

Limited Use:

\_\_\_\_\_ Countertops \_\_\_\_\_ Refrigerator \_\_\_\_\_ Sink \_\_\_\_\_ Stovetop

## VILLAGE OF ALTAMONT

### USE OF COMMUNITY ROOM REGULATIONS

It is the intent of the Village of Altamont to accommodate the needs of the Village Government, Altamont Fire Department, Village based non-profit groups, Village Officials, employees, volunteers and the community in their needs for meeting space. The following guidelines will encourage the use and preserve the quality of this space.

1. Request for Use of the Community Room, Room Setup Form and Use Regulations are available at the Village Hall and online at [www.altamontvillage.org](http://www.altamontvillage.org).
2. The Village Government and the Altamont Fire Department meetings and events shall have propriety in use of the Community Room. A Request for Use of the Community Room is to be completed and returned to the Village Office for routing, coordination, conflicts and cleaning schedule. A calendar will be maintained at the Village Hall for use of the room.
3. Altamont based non-profit groups, Village Officials, employees and Altamont Fire Department members and Ladies Auxiliary members qualify to use the Community Room as outlined in the current Facilities Rental Fee Schedule.
4. Except as designation of location, the name Village of Altamont may not be used in any publicity relating to use of the Community Room.
5. The Community Room shall not be available for commercial sales, advertising purposes or the overt and exclusive solicitation of future sales.
6. The use of the Kitchen is available under separate agreement with the Ladies Auxiliary of the Altamont Fire Department. A separate application is required and is available at the Village Office or online at [www.altamontvillage.org](http://www.altamontvillage.org).
7. The Request for Use of Community Room form must be completed in full including signature of 'Person in Charge', accompanied by the Room Setup Form, Refundable Security Deposit of \$ 50, Rental Fee, and Certificate of Insurance (if required) at least 4 weeks prior to rental for reservation to be considered confirmed. Verbal request will only hold requested date for 7 days, after 7 days the date shall become available for rental to others.
8. The 'Person in Charge' will be responsible for the removal of all refuse at the end of their event. The room is to be left in the same condition in which it was rented. Failure to observe the clean up regulations or remove the refuse will result in the loss of the refundable security deposit and may result in the forfeiture of future rental privileges. The 'Person in Charge' will be held liable for any damages to the room, furnishings, floors, bathrooms and kitchen.
9. The Village of Altamont will provide no storage space and assumes no responsibility for equipment or personal articles belonging to individuals using the Community Room. The rental is for the period of time as listed on Village of Altamont Facilities Rental Fee Schedule.
10. All programs involving minors must have designated adult supervisors who will be responsible for the conduct of the participants.
11. All Village Facilities are 'smoke free' environments.
12. Parking is permitted in the Village Parking Lot except in prohibited areas.

## Village of Altamont Facilities Rental Fee Schedule

Village Facilities Rental	Hours	Altamont Residents Parties or events of up to 100 guests Application required	Non-Resident Parties or events of up to 100 guests Application required	Altamont Based Non-Profit Groups, Village Officials, Employees and AFD members & Ladies Auxiliary members (1 free rental per calendar year, 2 <sup>nd</sup> rental subject to Altamont Resident Fee Schedule unless noted otherwise) Application required	Large parties or events of 100 + guests Application required	Notes
<b>Bozenkill Park Large Pavilion</b>	1 pm to Dusk Mon - Fri  9 am to Dusk Sat & Sun  6/1 – 10/10	\$ 125 includes parking up to 40 vehicles (swimming fees not included)	\$ 225 includes parking up to 40 vehicles (swimming fees not included)	No charge Parking Included up to 40 vehicles  Swimming fees not included with free rental.	\$ 500 Weddings, Businesses & Groups 100+. Parking up to 40 vehicles included. Swimming fees not included. Smaller groups - use Basic Fee Schedule	All Village Rental Facilities are carry in/carry out.
<b>Bozenkill Park Small Pavilion</b>	1 pm to Dusk Mon - Fri  9 am to Dusk Sat & Sun  6/1 – 10/10	\$ 40 includes parking up to 10 vehicles (swimming fees not included)	\$ 80 includes parking up to 10 vehicles (swimming fees not included)	No charge Parking Included up to 10 vehicles  Swimming fees not included with free rental.	N/A	Use of Caterer -requires Insurance Certificate \$ 10 parking per extra vehicle \$ 3 swimming per person/resident \$ 5 swimming per person/non-resident
<b>Orsini Park</b>	9 am to Dusk Year Round	\$ 35 per event (E.g. Wedding Ceremony) On Street Parking Only	\$ 50 per event (E.g. Wedding Ceremony) On Street Parking Only	No charge (2 <sup>nd</sup> rental subject to \$ 35 per event) On Street Parking Only	N/A	Use of Caterer - requires Insurance Certificate
<b>Schilling Park Shelter</b>	9 am to Dusk Year Round	\$ 35 per event (E.g. Wedding Ceremony) On Street Parking Only	\$ 50 per event (E.g. Wedding Ceremony) On Street Parking Only	No charge (2 <sup>nd</sup> rental subject to \$35 per event)	N/A	Use of Caterer - requires Insurance Certificate
<b>Village Hall Community Room</b>	7 am to Midnight  Sun – Sat  1 <sup>st</sup> Mon & Tue Ea mo N/A	\$ 150 (six hours) \$ 35 for each additional hour \$50 refundable security deposit Use of Caterer - requires Insurance Certificate	\$ 250 (six hours) \$ 35 for each additional hour \$50 refundable security deposit Use of Caterer - requires Insurance Certificate	No charge Use of Caterer - requires Insurance Certificate \$50 refundable security deposit	\$ 400 Weddings, Businesses & Groups 100+ (six hours) \$35 for each add. hr. \$50 refundable security deposit	Tables and Chairs included in rental. <b>Kitchen Use is Not</b> included in rental – Separate Application and Fee.