

TOWN OF PEARL RIVER COMMUNITY CENTER



RENTAL RULES:

- Town of Pearl River residents may rent the Community Center at the residential rate for their own personal event. They must be hosting and be present during the entire event otherwise the rental fee reverts to the non-residential rate and an additional \$25 will be deducted from the security deposit.
- All renters are required to provide a check for the rental fee and a separate \$100.00 security deposit check to secure the reservation. The security deposit will be returned after inspection of the facility. The checks are to be made payable to the Town of Pearl River.
- Nothing is to be taped, nailed, or otherwise attached to the walls or ceiling as to leave a mark when hanging decorations.
- Building shall be used only for activities of a civic or non-civic nature, social and recreational nature.
- Using the stove, oven, microwave and /or dishwasher is considered kitchen usage requiring an additional \$50 rental fee.
- All supplies in the kitchen are property of the Town of Pearl River and are NOT to be used.
- If the kitchen is rented, it is the responsibility of the Renter to sweep and mop the kitchen floor, wash all countertops, make sure all other surfaces (including the sinks) are clean, make sure the dishwasher is emptied and shut off and ensure the stove(s) are shut off.
- If the Community Center, including the outside parking area, is not cleaned and left in the same condition as found, a \$50.00 clean-up fee will be deducted from the security deposit.
- No one shall tie in or tamper with any electrical circuits or equipment.
- Maximum capacity for the building is 105 people.
- Cancellation Policy: 7 days prior to the scheduled event to receive a full refund.

1. Renter is responsible for leaving the space as found. Any expenses incurred by the Town of Pearl River to return space to its original condition, including cleaning and repair of damages will be deducted from renter's security deposit
2. Tables and chairs may be re-arranged (*tables and chairs must not be dragged across the floor, they must be picked up to be moved*) but **MUST** be placed back as they were when the Lessee took possession of the building. They may be stacked to the side of the room but may not be moved outside
3. Absolutely **NO SMOKING** is allowed inside the building. A smoking receptacle is provided outside the building for cigarette butts and it must be emptied with the trash
4. Bring mop, broom, garbage bags, and rags for light clean-up (including the cleaning of the bathrooms)
5. You are responsible for trash that may be left on outside of the building and in the parking lot
6. All garbage is to be bagged and taken with you. This will be deducted from the security deposit if the trash is left behind for the town to dispose of
7. Additional parking is in front of the Town Hall if needed
8. **NO CONFETTI OR GUM** anywhere on the premises
9. A key to the building may be picked up from the police department. It must be returned as soon as the event is over. A \$20 fee will be deducted from the deposit if the key is NOT RETURNED.
10. A Pearl River Police Department Detail is required when alcoholic beverages will be served. \$30.00/hour for a minimum of 4 hours to be paid in advance. Event of more than 100 people require 2 officers. NOTE: the use of security may be imposed for other types of events as recommended by the Mayor or Police Chief.
11. If alcohol is being served, an insurance rider must be provided listing the Town of Pearl River as an additional insured. The key will not be provided if the rider is NOT INCLUDED
12. Deposit must be paid on the Friday before the event/rental
13. Fund raisers – proof of where the funds are going
14. Proof of non-profit status
15. One month notice for use of the center
16. User fee – required in advance
17. Damage deposit – mandatory and required in advance
18. Clean-up Fee – mandatory and required in advance
19. Police Detail Fee – Mandatory and required in advance
20. Signs – advertisement of event prior approval
21. Please be courteous to the neighbors by keeping the noise level to a minimum
22. Upon leaving please do a walk through to ensure all windows are closed/locked, the fire escape doors are closed/locked, the heaters are turned down to the settings marked by the radiator thermostats, the ovens are turned off, the lights are turned off, the front door locked and the key is returned.
23. The Renter shall inform their caterer/guests of the rules and regulation stated above
24. The Renter assumes full liability for actions resulting from his/her usage of the facilities

Upon inspection of the building following the rental, the Town Clerk will return the security deposit to the Renter. Weekend rentals will be inspected on Monday morning and the security deposit will be returned within 48 hours.

All civic organization, scouts or any other organizations are asked to meet in the Town Hall Court Room. There will be no charge for these organizations to use the Town Hall. The organization will be held responsible for any damage to furniture, TV's and electronics in the Court Room so please do not allow children to play with these items. Please see the Town Clerk for scheduling of all meetings.

Should an organization wish to use the Community Center;

- a. Only three times a year for \$50 per year charge - **ALL OF THE ABOVE RULES APPLY**

NOTE: SPECIAL RENTAL EVENTS MAY BE CONSIDERED AND NEGOTIATED ON A CASE-BY-CASE BASIS. The fee for such events will be in line with the fee schedule for similar events.

If there is an emergency during your event contact the Pearl River Police Department at: 985-863-5711

Failure to comply with rules and regulation can result in additional costs for clean-up and Jeopardize future usage of the buildings.

RENTAL FEES:

- Town of Pearl River residents \$75
- Non-Residents \$100
- Security deposit \$100
- Clean-up fee \$50
- Kitchen stove/oven/dishwasher usage \$50
 - Security deposits will be returned within 48 hours after passing inspection

PLEASE NOTE: The date you desire renting the community center or using the town hall is temporarily booked until you fill out an application. However, the application and all fees must be returned to the clerk's office seven (7) days prior in order to personally book the desire date. If your application and applicable fees are not returned within seven (7) days, then the date will be open to anyone else desiring to rent the community center or using the town hall on that date.

HOURS AVAILABLE FOR RENTALS:

Monday – Thursday	5pm - 11pm
Friday	5pm - 1am
Saturday	8am – 1am
Sunday	8am – 11pm



**TOWN OF PEARL RIVER COMMUNITY CENTER
RENTAL AGREEMENT**

Name: _____

Company: _____

Address: _____

Phone: _____ Cell: _____

Event Name: _____ Event Date: _____

Event Start Time: _____ Event End Time: _____

Do not write below this line

Town of Pearl River Resident? (\$75) Yes No

Non-Residents? (\$100) Yes No

Security deposit (\$100) Cash Check Money Order Credit Card (+ 3% upcharge) (\$103)

Clean-up fee charged? (\$50 from Security Deposit) Yes No

Kitchen stove/oven/dishwasher usage (\$50) Yes No

Amount Collected: \$ _____ Cash Credit Card Check Check # _____ Other

Security Deposit Refunded? Yes No

Explanation if not refunded in full:

Received by: _____ Date: _____