



COMMUNITY CENTER RENTAL APPLICATION

523 US 20 New Lebanon, NY newlebcommunitycenter@gmail.com 518-794-0796

Applicant's Name: _____ Telephone #: _____

Mailing Address _____

Physical Address (if different) _____

Date of Rental: _____ Approximate # of people: _____

(only used to determine how many tables to set up)

Start Time: _____ End Time: _____

Will you be cooking? Yes No

Will alcoholic beverages be sold? ** Yes No

Will alcoholic beverages be consumed on premises? ** Yes No

*** (If answered YES, sign the Alcoholic Beverage Special Permit*

Certificate of Insurance required:

A certificate of Liability Insurance must be submitted to the Community Center Coordinator at least two (2) weeks prior to the rental date. This certificate is supplied by your insurance carrier (there is usually no charge for this). You can have your insurance carrier mail it directly to:

The Town of New Lebanon, Attn: Community Center Coordinator, P.O. Box 328, New Lebanon, NY 12125 OR email at newlebcommunitycenter@gmail.com

**** Cancellation policy: We require two weeks (14 days) written (email or letter) notification to receive a refund.**

Fee (payable to New Lebanon Town Clerk):

Residents* \$100.00

Non-residents \$200.00

*(Residents: town property taxes for your residence are paid to the Town of New Lebanon. School tax districts do not coincide with town tax districts: payment of school taxes to New Lebanon Central School District does not mean the property is within the town of New Lebanon.)

Please understand that you are responsible for seeing that the kitchen, dining area and game room (if used) are clean and all garbage is taken out and placed in the provided dumpster. If you do not clean up as specified you will be charged a \$150.00 deposit for any future rentals. Helium tanks CANNOT be disposed of by the town or in the town's dumpster. If you bring helium tanks to blow up balloons, you MUST take the empty tank with you. Do not use fasteners such as permanent tapes, glues or bonding agents that will leave residue or stains, for decorations that will cause damage to any of our surfaces. Do not use glitter or silly string. There is no smoking allowed inside the building.

Please note that our kitchen is used for our Community Center and our activities and all of our disposable paper products and items in the refrigerators and snack cabinets are ours. Please do not use our supplies.

Applicant Signature

Date

**Alcoholic Beverage Special Permit
Community Center
Town of New Lebanon**



This special permit is hereby issued to (name & address of applicant)

For (date of event) _____

At The Community Center, 523 US 20 New Lebanon, New York.

The applicant is familiar with, and understands, and is solely responsible for compliance with the rules and regulations regarding the consumption of alcoholic beverages in New York State.

(date signed)

(Applicant's Signature)

(date permit issued)

(Community Center Coordinator Signature)