

INCORPORATED VILLAGE OF BELLE TERRE

Request for use of the Vincent Bove Belle Terre Community Center

Name of resident _____ Ph.No. _____

Resident/Home Owners Insurance Company Policy#: _____

_____ (time) from ____ to ____ for _____ people.

Requested Day/Date

Purpose and/or Function: : _____

PLEASE NOTE:

All rentals subject to final approval by The Board of Trustees.

Name of host if non-resident _____

_____, Ph.No. _____

Address _____ Town _____

I agree to defend, indemnify and hold harmless the Inc. Village of Belle Terre from and against any & all liability, loss, damages, claims or actions (including costs & attorney's fees) for bodily injury, and/or property damage, to the extent permissible by law, arising out of or in connection with my actual or proposed use and rental of the Community Center. A copy of one insurance certificate naming the Village as "additional insured" *See Reverse* must be presented to the Village Clerk a minimum of one week prior to the use of the Community Center.

One village resident must be present at all times.

All Organizations using the facility must provide a certificate of insurance listing the Inc. Village of Belle Terre as additional insured.

*I HAVE READ THE ATTACHED RULES AND FEE STRUCTURE
REGARDING THE RENTAL OF THE COMMUNITY CENTER AND TAKE FULL
RESPONSIBILITY FOR SAID COMPLIANCE.*

Resident's Signature

Date

For Office Use Only:

Receipt#: \$400 use fee _____ \$175 custodial fee _____ \$350 security _____
Or \$700 use fee _____

SAMPLE INSURANCE AGREEMENT - USE OF FACILITIES

1. Notwithstanding any terms, conditions or provisions, in any other writing between the parties, the permittee hereby agrees to effectuate the naming of the Municipality as an additional insured on the permittee's insurance policies.
2. The policy naming the Municipality as an additional insured shall:
 - a. Be an insurance policy from an A.M. Best rated "Secure" or better insurer, licensed in New York State.
 - b. State that the organization's coverage shall be primary and non-contributory coverage for the Municipality its Board, employees and volunteers.
 - c. The Municipality shall be listed as an additional insured by using endorsement CG 2026 or equivalent. A completed copy of the endorsement must be attached to the certificate of insurance.
 - d. At the Municipality's request, the organization shall provide a copy of the declaration page of the liability and umbrella policies with a list of endorsements and forms. If so requested, the organization will provide a copy of the policy endorsements and forms.
3. The permittee agrees to indemnify the Municipality for any applicable deductibles and self-insured retentions.
4. The insurance producer must indicate whether or not they are an agent for the companies providing the coverage.
5. Required Insurance:
 - a. **Commercial General Liability Insurance**
\$1,000,000 per occurrence/ \$2,000,000 aggregate, with coverage for athletic participants.
 - b. **Excess Insurance**
\$_____ each Occurrence and Aggregate. Excess coverage shall be on a follow-form basis.
6. Permittee acknowledges that failure to obtain such insurance on behalf of the Municipality constitutes a material breach of contract and subjects it to liability for damages, indemnification and all other legal remedies available to the Municipality. The permittee is to provide the Municipality with a certificate of insurance, evidencing the above requirements have been met, prior to the commencement of work or use of facilities.
7. The Municipality is a member/owner of the NY Municipal Insurance Reciprocal (NYMIR). The user further acknowledges that the procurement of such insurance as required herein is intended to benefit not only the Municipality but also the NYMIR, as the Municipality's insurer.

Incorporated Village of Belle Terre

A fee of \$575 for residents or \$875 for non-residents includes a custodial fee. A fee of \$350 (separate check) which will be held to cover the cost of any damages to the interior or exterior AND any extra cleaning of the interior or exterior beyond normal.

*ALL CHECKS ARE PAYABLE TO THE INCORPORATED VILLAGE OF BELLE TERRE

RULES

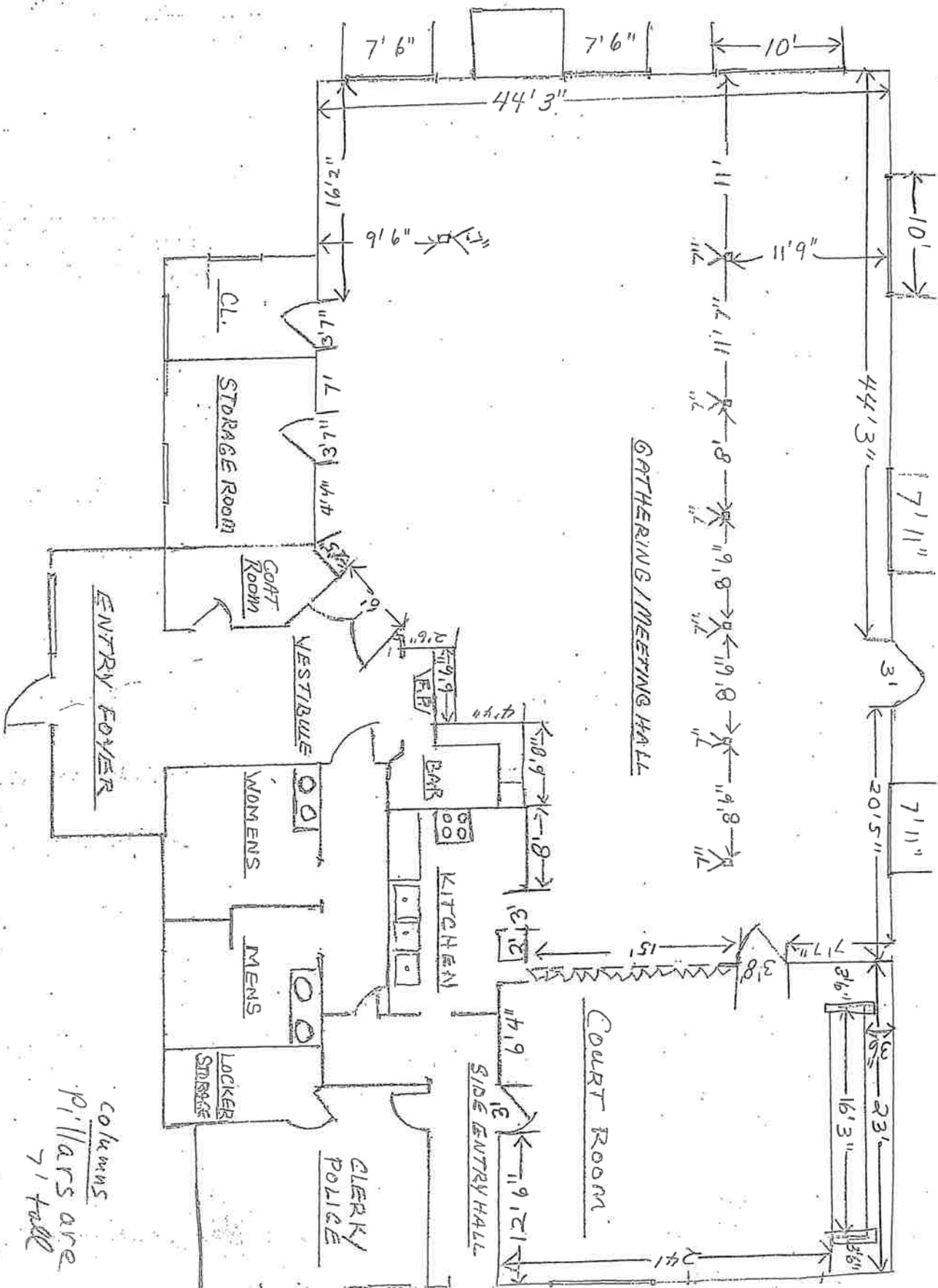
- **Parking is prohibited on all Belle Terre Village streets and cars will be ticketed. Please be sure that guests park only in the Community Center parking lot and along the split rail fence adjacent to the golf course.**
- Music or other amplified sound is prohibited after midnight
- The use of flammable materials except birthday candles is prohibited.
- The use of tape, glitter, tacks, screws, staples or adhesives is strictly prohibited.
- All decorations must be free standing.
- All catering supplies and food must enter and be removed through the **side** entrance.
- Musical equipment, rented tables and chairs, flowers or floral displays and decorations must enter and be removed through the **rear** entrance.
- Rented equipment must be left in the adjoining room (courtroom) for pick up the next business day.
- No drinking or eating is allowed in the lobby.
- No drinking is allowed outside the building.
- No smoking is permitted inside or outside the building.
- No entertainment is allowed outside the building.
- No outdoor cooking is allowed.
- Refrigerator is to be emptied and left on; kitchen counters, stove, ovens, and floor are to be left clean and garbage removed.
- CLEANING SUPPLIES ARE NOT PROVIDED.
- All lights must be turned off and doors locked at the end of the event.
- Doors may not be "held" open at any time.
- KEYS ARE TO BE LEFT IN THE INTERIOR MAILBOX AT THE SIDE ENTRANCE.

Signature

Date of Inspection

Keep this form and bring it with you when you meet with the Village's representative to pick up the building key and go over the rules. Call Ellen Ferrigno 631-766-5932 prior to your event. Please call The Village Clerk for further information. Phone: (631)928-0020

COMMUNITY CENTER



Columns
Pillars are
7' tall

Chairs are
20" x 16"

Tables are
2' x 2' 1/2" wide

Buffet table on wheels
21' x 11' 1/2"