



PJ VILLAGE CENTER RENTAL AGREEMENT
PJ VILLAGE CENTER AT HARBORFRONT PARK (Inc. Village of Port Jefferson)

101-A East Broadway
Port Jefferson, NY 11777

Phone: (631) 802-2160 Fax: (631) 802-2164 WWW.PORTJEFF.COM

PLEASE COMPLETE AND RETURN TO THE VILLAGE CENTER

NAME: _____ (21 + Older & Photo ID Required)

ORGANIZATION (if applicable) _____

STREET ADDRESS: _____

TOWN STATE ZIP: _____

PHONE # _____ CELL _____

EMAIL _____

ROOM(S) REQUESTED: **SAIL LOFT** **HARBOR / COVE** **WAYFARER** **SKIPJACK**
(Circle all that apply)

NOTE: BALCONY AND PRE-FUNCTION/RECEPTION AREA OUTSIDE OF THE SAIL LOFT ARE NOT INCLUDED IN THE ROOM RENTAL.

PURPOSE/FUNCTION _____
(for birthdays, please list the age of the celebrated guest – NO "Sweet 16s")

DATE OF RENTAL _____ # PEOPLE _____

BEGINNING TIME _____ ENDING TIME _____

**CHANGES IN RENTAL DATES WITHIN 60 DAYS OF AN EVENT WILL INCUR A \$250 SURCHARGE
WITHIN 30 DAYS OF AN EVENT WILL INCUR A \$500 SURCHARGE**

ALCOHOL POLICY: If the renter desires, he/she may serve beer, wine, and/or champagne ONLY at his/her event.

The service of hard liquor is NOT PERMITTED under any circumstances. As per New York State laws, NO person under 21 years of age may possess and/or consume alcoholic beverages in any area of the PJ Village Center.

Please check one of the following:

_____ I will not be serving alcohol of any kind at my event.

_____ I will be serving alcohol at my event, but I understand that I can only serve beer, wine, and/or champagne.

I further understand that I can only serve beer, wine, and/or champagne in bottles or cans – kegs are NOT permitted.

***VIOLATION OF THIS POLICY WILL RESULT IN CONFISCATION OF LIQUOR AND FORFEITURE OF SECURITY DEPOSIT**

Rental rates are based on the total time spent inside the rented hall. Both decorating and cleanup time must be included in your rental time. Your caterer, Disc Jockey and decorating service must arrive during your rental time. Tables & chairs are included in the price and will be set-up prior to your arrival.

PLEASE NOTE: The Village Center reserves the right to move, postponed or rescheduled events due to conflicts with other Village Center events at any time.

Please document any special supplies (DJ, band, performers, dining supplies, etc) that you anticipate bringing or having delivered to your event – please provide as much detail as possible:

(NO Stages, Dance Floors, Inflatable Entertainment Structures, Popcorn/Cotton Candy/Snow-cone Machines)

FOR OFFICE USE ONLY:

Security Deposit Amount: \$ _____ Date received: _____ By _____ CC _____ Check # _____

Rental Fee Amount: \$ _____ Date received: _____ By _____ CC _____ Check # _____

PJ VILLAGE CENTER RENTAL AGREEMENT
PJ VILLAGE CENTER AT HARBORFRONT PARK
Rental Hours and Payment Form

DURATION OF ROOM RENTAL:

- The Sail Loft Room will be made available for private events for a MINIMUM of five (5) hours on weekdays and six (6) hours on the weekends, and up to a MAXIMUM of ten (10) hours for events.
- The Harbor/Cove Room will be made available starting at 11:00 am, for a minimum of 5 hours for an event.

EVENT START TIME (Sail Loft Room only):

- The Sail Loft Room can be made available no earlier than 11 am. This is the earliest possible start time for a private event.
- The "EVENT START TIME" listed above is the time when access to the Sail Loft Room will be granted. *Nobody (renter, caterer, DJ, etc) will be given access to the room prior to the start time listed above.*

EVENT END TIME (Sail Loft Room only):

- The agreed on "END TIME" listed in the agreement is the time when the Sail Loft Room must be completely vacated. The latest end time is 10:30 pm. *The renter, his/her guests, caterer, DJ, food, gifts, decorations, and any other supplies must be removed from the room by the agreed on end time.*

For ALL EVENTS:

Failure to completely vacate the room and kitchen by the agreed ending time will result in a penalty against the renter's security deposit and the renter will be charged the hourly rate for any time past the agreed on end time. The deposit penalty will be assessed as follows:

OVERTIME PENALTY – (amount shown is the percentage of the deposit that will be returned):

Renter vacates the room within 0-30 minutes after the ending time: **50% refund**

Renter vacates the room over 30 minutes after the ending time: **0% refund**

SECURITY DEPOSIT:

- The Security Deposit must be paid at the time of application. A room will not be booked unless a deposit has been submitted.
- The Village Center accepts cash, check, or credit card (Visa/MC) as forms of Security Deposit payment.
- The Renter must acknowledge that the Security Deposit will be CASHED, and not merely held, by the Village Center.
- The Security Deposit is NOT a credit towards the rental fee. It is intended to cover possible damages and/or last-minute cancellations. Upon acceptable completion of the event, the Security Deposit will be returned to the renter, usually within 1 month.

RENTAL FEE PAYMENT:

- FULL rental payment, via separate cash/check/credit card from the Security Deposit, must be received at least two weeks (14 days) prior to the event. This is a separate fee in addition to the security deposit.

RENTAL FEE DETAILS:

EVENT DATE _____			
START TIME _____	END TIME _____	TOTAL EVENT TIME _____	HOURS
SECURITY DEPOSIT:	AMOUNT:	\$ _____	DUE: At the time of application
RENTAL FEE PAYMENT:	AMOUNT:	\$ _____	
	DUE BY:	_____	(at least two weeks prior to the event date)

AFFIDAVIT: The undersigned acknowledges that he/she has read the above rental terms, and hereby agrees to abide by all such terms.

SIGNATURE: _____

DATE: _____

PJ VILLAGE CENTER RENTAL AGREEMENT
PORT JEFFERSON VILLAGE CENTER AT HARBORFRONT PARK

Instructions

GENERAL INSTRUCTIONS:

- If you have any questions regarding room rentals, please call the Village Center at (631) 802-2160.
- Applications are taken and reservations are made on a first come/first served basis.
- Reservations cannot be made over a year before any event, unless approved by the Village Board of Trustees.
- All potential renters must be at least 21 years old to rent any room at the Village Center.
- At the time of application, a Security Deposit is due.
- FULL Rental payment, via separate check/cash/credit cards, must be received at least 14 days before the event.
- The Village Center accepts cash, checks and credit cards (Visa, American Express or Mastercard) as forms of Rental Payment. Please make checks payable to the "Incorporated Village of Port Jefferson".

SECURITY DEPOSITS:

At the time of application, a Security Deposit is due for each room requested.

The Security Deposit is NOT a credit toward the room rental fee. It is intended to cover damages as well as cancellations.

AUTOMATIC FORFEITURE of Security Deposits will occur under any one of the following conditions:

- **Failure to supervise all children** for the duration of the rental period.
- **Smoking in the building**, by the renter or by his/her guests.
- **Creating a false fire alarm.** The Village Center smoke detectors cannot tell the difference between real and artificially-created smoke. Smoke machines are prohibited and use of such devices will result in the loss of the Deposit and possible additional fees to cover damage to the Center's smoke detection system.
- **Concealing or serving hard liquor** will result in confiscation and forfeiture of security deposit.
- **Falsification of the purpose/function.**
PLEASE NOTE: "Sweet 16" Parties are not permitted at the Village Center. NO EXCEPTIONS
- **Disturbing the peace**, such as playing music too loudly, honking horns, or disruptive behavior of guests.
- **Damage to the facility itself**, equipment, furnishings, or decorations, including damage from attaching any banners, posters, streamers, or signs. In addition, the renter is responsible for any repairs whose cost exceeds the amount of the security deposit, and he/she will be billed by the Village Center for such repairs.
- **Excess trash** or mess left on premises or property.
- **Failure to keep all food and drink within the room rented at all times.**
- **Rented items cannot remain in the function room overnight.** Failure to remove such items at the conclusion of the rental will result in a total loss of Security Deposit, as well as a \$200 surcharge for overnight storage.

In addition to the conditions of forfeiture listed above, failure to clean up and vacate the room rented by the designated time on this Room Rental Agreement will incur an overtime penalty against the Security Deposit.

SECURITY DEPOSIT REFUNDS (Note that all Deposits will be cashed by the Incorporated Village of Port Jefferson):

- Cancellation at least 60 days prior to event date: Deposit will be refunded at 100%.
- Cancellation within 60 days of event date: Deposit is non-refundable, if we cannot re-rent the room
- All other deposits will be refunded at 100% after the event, provided that all rules were obeyed, and the premises were left in acceptable condition. Upon review of the room by the Building Manager at the completion of the event, security deposit returns will be processed and returned by the Incorporated Village of Port Jefferson usually within one month.

PRE-EVENT INSTRUCTIONS

- Tables and chairs will be provided. The requesting party will have the opportunity to complete a floor plan, one week in advance, which the Village Center Staff will use to arrange the tables and chairs prior to the event.
- Any change in the rental time must be requested in person by the renter at least 48 hours prior to the event. Such a change must be documented on all copies of the Rental Application, initialed by the Renter and Village Center Staff.
- Renters who wish to bring supplies other than food/drink and basic decorations must document them within the Room Rental Agreement. Approval of the Room Rental Agreement will result in subsequent approval of the use of such supplies. Examples of such supplies are: Music (Band/D.J.), Performers, Dining Supplies, Extra Tables, etc. Please note that these items may only be delivered within the specific event hours listed in the Room Rental Agreement.
- **The following items are prohibited: Dance Floors, Inflatable Entertainment Structures, Popcorn Machines, Cotton Candy Machines, Snow-cone Machines and Smoke Machines.**

INSTRUCTIONS FOR THE DATE OF THE EVENT

Rooms will NOT be available until the renter checks in with the on-duty Building Manager. Upon checking in, the Renter and the Building Manager will initial the "TIME IN". The person checking in **MUST** be the person whose name appears on the Rental Application – **NO EXCEPTIONS**. Failure by the Renter to check in at the beginning of his/her rental period will not result in a credit of time toward the end of the event. The Renter must abide by the agreed ending time.

- **Room occupancy is limited to hours designated in the signed rental agreement.** Provisions for early drop-off or late pick-up of food, decorations, music, or other supplies are not permitted – **NO EXCEPTIONS**! Renters who wish to decorate may do so, within the hours of the rental time. **No decorations may be attached to any wall surfaces or light fixtures using tape or tacks.** The following are prohibited: confetti, dance wax, corn meal, or other such substances.
- **All food/drink must be kept within the room rented.** No food/drink is allowed in 3rd-floor Pre-Function/Reception Area.
- **The renter is responsible for the actions of all of their guests, including children.** Therefore, it is strongly recommended that all children are fully supervised within the function room.
- **No animals are allowed in the building at any time.**
- **No candles are allowed for any events and/or meetings.**
- **Renters are responsible for room clean-up.** This includes the removal of all personal property and decorations from the room. Bag all garbage and place into designated areas. Leave the kitchen wiped down and clean.
- **All rented items must be removed from the function room at the conclusion of the rental period.** No items may remain in the function rooms overnight – Failure to remove all items from the room will result in a loss of security deposit as well as an additional \$200 charge, which will be billed to the renter.
- **The room must be vacated by the time designated in the Room Rental Agreement.** The Renter must ensure that all guests, as well as all service providers (Caterer, D.J., etc) have vacated the room by the agreed ending time. Extra time will result in a deduction from your security deposit.
- **At the end of the event, the Manager will examine the room rented.** Any damage to the room will be documented. If the room is found to be in good condition, and if it is deemed that all rules were sufficiently followed, the Manager and Renter will initial a sheet to approve the return of the Renter's security deposit.
- **High top tables can be purchased for an additional \$20 per table (maximum of 12).**
- **Projector and drop down screen can be purchased for an additional \$50.**

STATEMENT OF LIABILITY

I, _____, have read this application and understand and agree to abide by all the terms and conditions herein. I submit this application to use the Port Jefferson Village Center at Harborfront Park, as described above.

Furthermore, **I will be present and act as the host of the function for the duration of the event, and as such I am responsible for all of my actions as well as the actions of all of my guests/attendees.** In recognition of my responsibility, I make the following pledge:

I assume financial responsibility for any damage to the facility itself, equipment, or furnishings, including damage from attaching any banners, posters, streamers, or signs. In addition, I assume financial responsibility for any repairs whose cost exceeds the amount of the security deposit, to be billed by the Incorporated Village of Port Jefferson for such repairs.

I will not serve, nor allow anyone under the age of 21 to consume alcohol on Village Property. I will not allow the consumption of alcohol other than beer, wine, and/or champagne in bottles or cans, no kegs allowed. I also agree to ensure that all food and beverages remain in the room rented for the duration of the event.

I understand that my occupancy of the function room will be limited to the specific hours on the room rental agreement. Specifically, I understand that nobody (renter, caterer, or DJ) will be allowed to enter the room before _____ (event beginning time). I also understand that all guests and all service providers must vacate the function room no later than _____ (event ending time).

The undersigned hereby agrees to indemnify and hold harmless the Incorporated Village of Port Jefferson, its elected officials, residents, agents and employees from all claims, actions, causes of action, lawsuits, controversies, damages, judgments, and executions whatsoever, in law or equity, based upon allegations of negligence or otherwise, arising from the use of the Port Jefferson Village Center and the Harborfront Park on _____ (rental date).

The RENTER AGREES TO CONDUCT ITS ACTIVITIES UPON THE PREMISES SO AS NOT TO ENDANGER ANY PERSON LAWFULLY THEREON AND TO INDEMNIFY, DEFEND AND SAVE HARMLESS THE **VILLAGE OF PORT JEFFERSON** AGAINST ANY AND ALL CLAIMS FOR INJURY TO PERSONS OR PROPERTY, COSTS, AND ATTORNEY'S FEES (INCLUDING CLAIMS OF EMPLOYEES OF THE RENTER OR ANY CONTRACTOR, SUBCONTRACTOR OR INVITEE) ARISING OUT OF THE ACTIVITIES CONTRACTED BY THE RENTER, ITS AGENTS, MEMBERS, GUESTS OR INVITEES. IF LIQUOR IS SERVED DURING USE OF PREMISES, RENTER SHALL PROCURE APPROPRIATE LICENSES IF NEEDED AND THE RENTER MUST PROVIDE A MINIMUM OF \$ 1,000,000.00 LIABILITY INSURANCE AND FURNISH THE **VILLAGE OF PORT JEFFERSON** WITH A COPY OF THE LIABILITY INSURANCE NAMING THE VILLAGE OF PORT JEFFERSON AS AN ADDITIONAL INSURED. THE USE OF ALCOHOLIC BEVERAGES IN THE PARKING LOT OR OUTSIDE THE PREMISES IS PROHIBITED.

SIGNATURE: _____ DATE: _____

PJ VILLAGE CENTER RENTAL AGREEMENT
PORT JEFFERSON VILLAGE CENTER AT HARBORFRONT PARK
Caterer Information Form

Please complete and return to the Village Center at least two weeks (14 days) prior to the event.
Our Fax #: 631-802-2164

RENTER NAME: _____ RENTAL DATE: _____ ROOM: _____

EVENT TIME: START: _____ END: _____

CATERER RULES:

- The caterer will not be able to access the function room at any time outside of the agreed event time listed above. In addition, the caterer will not be able to access the function room until the renter has checked in with the Building Manager.
- All items brought into the function room by the caterer at the event start time must be removed from the function room by the event ending time.

CATERER INFORMATION (must be completed by the Caterer):

NAME: _____ PHONE #: _____

ADDRESS: _____ CONTACT NAME: _____

Been to the Village Center before? ☐ YES ☐ NO

AFFIDAVIT: The caterer agrees to abide by all of the rules and regulations listed above. In addition, if applicable to this particular event, the caterer further agrees to comply with all regulations for the consumption and service of alcoholic beverages in the Village Center, in accordance with the rules of the State of New York. Caterer also agrees to provide to the Village Center a copy of his/her Certificate of Insurance at least seven (7) days prior to the event.

SIGNATURE: _____ DATE: _____

D.J. Information Form

Please complete and return to the Village Center at least two weeks (14 days) prior to the event.
Our Fax #: 631-802-2164

RENTER NAME: _____ RENTAL DATE: _____ ROOM: _____

EVENT TIME: START: _____ END: _____

D.J. RULES:

- The D.J. will not be able to access the function room at any time outside of the agreed event time listed above. In addition, the D.J. will not be able to access the function room until the renter has checked in with the Building Manager.
- All items brought into the function room by the D.J. at the event start time must be removed from the function room by the event end time.
- The Village Center Building Manager, at his/her discretion, may request that the music volume be adjusted to avoid disturbing the peace. The D.J. is expected to comply with all such requests.

D.J. INFORMATION (must be completed by the D.J.):

NAME: _____

ADDRESS: _____ PHONE #: _____

_____ Been to the Village Center before? ☐ YES ☐ NO

AFFIDAVIT: The D.J. agrees to abide by the rules and regulations listed above. The D.J. understands that he/she will not be able to access the function room at any time outside of the agreed event time listed above. The D.J. also agrees to provide to the Village Center a copy of his/her Certificate of Insurance at least seven (7) days prior to the event.

SIGNATURE: _____

DATE: _____

FOR OFFICE USE ONLY:

Certificate of Insurance:	Date received: _____	by _____
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Port Jefferson Village Center Rental Agreement – Single-Use Plastics Prohibition Policy

The Village Center does not permit single-use plastics for room rentals. This includes cutlery, cups, dishes and single-serve bottles, straws and drink stirrers; single-use drinking cups and lids; plates and non-compostable eating utensils.

Biodegradable and sustainable single-use materials are acceptable. Alternatives include paper or other biodegradable straws, paper cups and plates, and bamboo cutlery. Please provide drinks from larger sized containers to be poured into paper cups or from aluminum cans if you prefer to have single-serving drink options.

Below are options where guests can purchase disposable cutlery, plates, cups etc that comply with the single-use plastics prohibition policy.

These options were provided courtesy of the Port Jefferson Eco-League.

- Green Paper Products:
<https://greenpaperproducts.com/collections/compostable-plates>
- AMAZON; Gezond:
<https://www.amazon.com/Gezond-Disposable-Eco-friendly-Caompostable-Biodegradable/dp/B083GNCYYL?source=ps-sl-shoppingads-lpcontext&ref=fplfs&smid=A23RMB2TPQDUTU&gPromoCode=sns us en 5 2025Q1&gQT=1&th=1>
- AMAZON; Plates With Purpose:
<https://www.amazon.com/Compostable-Disposable-Dinnerware-Biodegradable-Bamboo/dp/B09365C39F?source=ps-sl-shoppingads-lpcontext&ref=fplfs&psc=1&smid=A9G6RGV4BR3EJ>
- AMAZON; Lamosi
https://www.amazon.com/Lamosi-Disposable-Coffee-Beverages-Picnic/dp/B0CJD8Y5VC/ref=sr_1_14_sspa?dib=eyJ2IjoiMSJ9.sCobMstVoY9aoKWF2MrDqlPQfH67-i1S2Ze6_1S50bRB8oyZqEy3Vkf0hUwWUaN94zOfDyw6itOkPCZwYOmBA3T5NL4m5DG3I7

