



TOWN OF RIGA

6460 Buffalo Rd.
Churchville, NY 14428
585-293-3880
www.townofriga.com

LODGE

RESERVATION FORM

PLEASE READ BEFORE COMPLETING FORM:

- Payment must be made at time of reservation using cash, check, money order or credit card.
- Facilities cannot be reserved until payment is made.
- All information is required. Please read thoroughly and write legibly.
- Name and information on form must match the signature of person applying for use. This person will be held responsible for any damages incurred during use.

* \$100 refundable deposit must be submitted at time of key pickup.
* Key pickup is the day before your rental or FRIDAY if your rental is on a weekend, at the Town Clerk's window.
Office hours: Mon-Fri 9-4, closed Holidays and weekends.

Date of Event: _____ 20____

Facility Renting: **MAHER LODGE**
BUFFALO RD **MULTI-PURPOSE ROOM**

Time of Arrival: _____ am/pm
Not before 10:00 am for all Lodges

Estimated Time of Departure: _____ am/pm
By 10:00 pm for all Lodges

Purpose: _____

Estimated # of attendees: _____

Cancellation/Refund Policy

To cancel your reservation, submit your request in writing via letter or email to townclerk@townofriga.org. Please include your reservation date, name, address and phone number and reason for cancellation. Cancellations made more than 30 days from date of event will receive refund less 50% of reservation fee. Refunds, if issued, will be in the form of a Town of Riga check made payable to the person who made the reservation. Credit card accounts cannot be credited directly.

*** If cancellation is less than 30 days, there are no refunds, no exceptions.**

Name of Individual/Group/Organization

PRINT

First Name _____ Last Name _____

Group Name _____

***The information in this section must match the signature on the form. Persons in this section will be responsible for any damages/incidents that occur at the facility.**

Address, City, State, Zip

Home Phone

Work Phone

Cell Phone

Riga Resident

Yes

No

Email Address

Cancellation Policy

Cancellations made more than 30 days from date of event will receive refund less 50% of reservation fee. Refunds, if issued, will be in the form of a Town of Riga check made payable to the person who made the reservation. Credit card accounts cannot be credited directly. **If cancellation is less than 30 days, there are no refunds, no exceptions.**

Cancellation Procedure

To cancel your reservation, submit your request in writing via letter or email to townclerk@townofriga.org. Please include your reservation date, name, address, phone number and reason for cancellation.

Deposit

A refundable deposit of \$100.00 should be made when you pick up your key for your event. Cash or personal checks are welcome. Upon satisfactory condition of your rental (cleanliness, no damage, etc.) the deposit will be returned to you.

Cash deposits must be picked up by renter only.

No keys to facilities will be issued unless deposit is made.

Use of Key

Though issued a key to the facility, you are not permitted to enter the facility until the day and time of your rental as indicated on your form. Early entry may forfeit your deposit.

In making this park reservation, I agree to comply with the stated conditions and regulations with regard to alcohol use and consumption. I assume the responsibility for any and all injuries and damages arising from or in connection with the use of the facility including consumption of alcohol. I will defend and indemnify the Town of Riga from any and all claims, lawsuits, damages and costs. This includes attorney's fees, arising from or in connection with the use of the facility including but not limited to the consumption of alcoholic beverages.

NOTE: Town of Riga reserves the right to refuse rental of facilities to violators of the above rules and regulations.

I have been provided the park rules and regulations, have read and understand them, and agree to comply with stated rules and regulations. Applicant assumes liability and agrees to pay any and all reasonable damages to Town property occasioned by the use of said facility. Applicant agrees to indemnify and hold harmless the Town and agrees to pay any and all damage which the Town may incur, including attorney's fees, by reason of applicant's use of said facility. Applicant agrees to release the Town from any and all claims which may arise by reason of said occupancy. Applicant agrees to provide Town with insurance coverage under terms required by Town.



Signature _____ Date _____

OFFICE USE ONLY

PAID: \$ _____ Method: CASH CHECK CC DATE: _____ INITIALS: _____

TOWN OF RIGA LODGE/BUILDING RENTAL RULES & REGULATION POLICIES:

RENTAL TIME 10:00 am to 10:00 pm – You CANNOT get into building night before.

1. NO free or reduced rental fee's for groups or community organizations.
2. All facility use will be subject to all rules and regulations set forth in the Town of Riga Code Book.
3. Ball diamonds, soccer fields, volleyball courts, playground equipment, etc. are for general community use. Permit applies for exclusive use of the buildings only.
4. Applications will not be accepted more than twelve (12) months in advance of date requested.
5. Fees will be levied according to the fee schedule, with fees adjusted for non-resident use. **Form must be submitted with full payment no less than two weeks prior to your event. Cancellations must be made at least thirty (30) days prior to the scheduled event to receive a 50% refund.**
6. **To be considered, all requests must include a completed application accompanied by the facility use fee no less than two weeks prior to your event, payable by check or exact amount of cash. Forms submitted less than two weeks prior to your event may not be considered for rental.**
7. Checks should be made payable to the Town of Riga.
8. There will be no rain dates issued.
9. All persons will be responsible for cleaning and restoration of area after event. All tables and chairs must be placed back in original position. All damages must be reported by 12 noon of the next business day.
10. Absolutely no glass bottles of any kind are allowed in Town facilities.
11. Absolutely no cans, bottles or cups will be allowed on recreation areas, parking lots, ball fields or playgrounds.
12. Alcoholic beverages are permitted in the immediate area of the rental facility (not in the immediate area of sport fields.), provided that service and consumption of alcohol complies with New York State law.
13. Any activity deemed by the Town of Riga to be high risk or outside the normal scope of operation may require proof of insurance in additional amounts, which may exceed \$1,000,000 as well as prior approval from the Riga Town Board.
14. If equipment, apparatus, decorations, or other unusual items are brought onto the Town property, it must be stated so on this application, and APPROVED by the Town. All regulations set forth by the Town must be followed. The Town of Riga is not responsible or liable for damage to, or loss of supplies and/or equipment.
15. Storage of non-Town property is limited to the duration of the event and must be removed promptly after your function.
16. Any organization that leases or uses part(s) of any Town facility shall have proof of public liability insurance with coverage in effect for the minimum amount of \$1,000,000. A Certificate of Insurance with the Town of Riga listed as additional insured is to be received at least seven (7) days prior to the event or first use of the facilities if this request is for multiple uses.
17. Parking will only be permitted within the designated parking area.
18. Person signing the application must be at least 21 years of age.
19. No pets allowed on property.
20. All garbage must be deposited in containers provided for that purpose.
21. Firecrackers or fireworks are not allowed in any Town facility.
22. Facilities are not to be used until time specified on application. Facility hours are from 10:00am – 10:00pm. **Groups must vacate by 10:00pm.**

KEY PICKUP – it is the applicant's responsibility to pick up the key to the facility from the Town Clerk the business day prior to the event. A matching refundable deposit is required to pick up the key. Office hours are Mon – Fri 9 am to 4 pm, closed on Saturday and Sunday.

****Reservations will be ongoing. Town of Riga residents may reserve 1 (one) year in advance; non-residents may reserve 6 (six) months in advance.****

Town of Riga – Facility Use Fees

FACILITY	DAY	RESIDENT FEE	NON-RES FEE	REFUNDABLE DEPOSIT	MAX Occupancy
Buffalo Road Pavilion	Mon-Thurs Fri - Sun	\$50.00 \$100.00	\$100.00 \$125.00	\$100.00 \$100.00	70
William Maher Lodge	Mon-Thurs Fri - Sun	\$75.00 \$150.00	\$150.00 \$200.00	\$100.00 \$100.00	110
Multi-Purpose Room	Any Day	\$20.00	\$40.00	\$100.00 \$100.00	80

Note: KEY PICKUP – it is the applicant's responsibility to pick up the key to the facility from the Town Clerk the business day prior to the event. Office hours are Mon – Fri 9 am to 4 pm, closed on Saturday and Sunday. Keys to the facilities may be left in the drop box located by the entrance door at the Town Hall or with the Town Clerk on the following business day that the Town Office is open.

**Please Pickup all Debris and put Tables and Chairs back in holders,
and by all means, ENJOY OUR FACILITIES!**



**Buffalo Rd Lodge
6477 Buffalo Road**

(Max Occupancy 70)



**Maher Lodge
836 Sanford Rd South**

(Max Occupancy 118)



Outside Items, such as tents or blow ups, etc., require additional insurance and will need to be approved by the Town Highway Superintendent.