



TOWN of CARMEL FACILITIES RENTAL INFORMATION

The **RICHARD F. GENNARO RECREATION CENTER** at Sycamore Park is available for rent by Town of Carmel residents who have paid a current resident fee, have his/her organization abide by the Town's policy and the rules and regulations applying to the use of Town facilities, and agree to the following terms and conditions:

APPLICATION

The applicant must have paid the current resident fee and be over twenty-one (21) years of age. Applicant must submit the Application for the Use of Town of Carmel Facilities form to the Recreation Department with payment and a copy of insurance certificate attached. If approved, a copy of the application must be carried on the premises by the applicant on the day of the event. The Town reserves the right to ask any group, not in possession of an approved application, to leave the premises. Permits may be revoked at any time.

FEES

Rental fees are due in full at time of application and made payable to "Carmel Recreation". A \$300 refundable security deposit (on a separate check) must also be included at time of application. The security deposit will be returned after the event takes place, provided there is no damage.

An employee of the Recreation Department must be present during an indoor event. Therefore, there is an additional supervisory fee of \$30 per hour; please include the time needed for event set-up and break-down in your total rental hours. The check should be made out to "Carmel Recreation" and is also due at the time of application.

Refunds, minus a \$5 administration fee, will be granted for cancellations made prior to the day of the event. For weekend rentals, cancellations must be received no later than Friday at 4:00 p.m.

The applicant **MUST BE PRESENT** at the party, and agrees to be fully responsible for any damage resulting from this use of Town property. Damages exceeding the \$300 security deposit will be assessed and charged to the renter. The user group will be responsible for prompt repair or replacement of any damage or property missing.

WHAT

The nature of the party is subject to the approval of the Recreation Director or his/her designee.

WHEN

Rentals must not conflict with Recreation-sponsored programs, events, or holidays. The law does not allow exclusive use of the Sycamore Park facility during normal park hours (9:00 a.m. – sunset).

WHERE

Building rental parties must be confined to the building. Renters are not to use any other part of the park facility; beach and grounds are off limits. Cars are not permitted beyond the lower parking lot. Use of the service road for loading/unloading is permissible, providing that cars are immediately moved to the main lower parking area, via service road. Cars are not permitted on walking paths.

CODES

All posted rules must be adhered to.

Use of the Recreation Center must comply with all New York State and Town of Carmel fire, safety and health regulations.

The Town **prohibits** smoking and any form of tobacco use in Town buildings, on Town property, or at Town-sponsored activities. It is the responsibility of the renter to enforce these rules.

Profanity, objectionable language, disorderly acts or illegal activities of any kinds are absolutely prohibited, and those violating this prohibition will be ejected from the premises.

Parks are open to the public therefore no admission fees are permitted.

VENDOR LICENSES

If food is sold, user or his/her licensed caterer must show proof that proper licenses, permits, and proof of liability insurance have been obtained. A copy of the required licenses and permits must be delivered to the Recreation office no less than three days prior to the use of the facility.

INSURANCE

The municipality does not hold accident insurance. Such insurance is the responsibility of the individual; renter must provide a copy of certificate of liability insurance when signing agreement.

- **Commercial Users:** The user hereby agrees to effectuate the naming of the municipality as an unrestricted additional insured on the user's policy. The policy naming the municipality as an additional insured shall: a) be an insurance policy from an A.M. Best rated "secured" New York State licensed insurer, b) contain a 30 day notice of cancellation, c) state that the organization's coverage shall primary coverage for the Municipality, its Board, employees and volunteers, and d) additional insured status shall be provided with ISO endorsement CG 2026 or its equivalent. The user agrees to indemnify the municipality for any applicable deductibles, and enclose a copy of the endorsement providing additional insured status. Required insurance includes Commercial General Liability Insurance (\$1,000,000 per occurrence/\$2,000,000 aggregate). The user 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 user is to provide the municipality with a certificate of insurance, evidencing the above requirements have been met. The failure of the municipality to object to the contents of the certificate of the absence of it shall not be deemed a waiver of any and all rights held by the municipality.

SET UP

It is the responsibility of the Renter to set up and take down tables and chairs provided by the Recreation Department. Decorations are permitted, however please Do Not use tape, staple gun, nails, tacks etc. on the walls or ceiling. No ice buckets or coolers of any kind should be placed on finished wood floors.

ALCOHOLIC BEVERAGES

Alcoholic beverages are not permitted in any of the Town of Carmel parks! The use and consumption of alcoholic beverages in and on parklands is prohibited. Any person found guilty of a violation, upon conviction thereof, shall be subject to a fine and loss of permit.

ENTERTAINMENT

Hired entertainment (musicians, DJ's, magicians etc.) is permitted with prior approval from the Director; a Certificate of Insurance must be provided to the Recreation Department at least 5 days prior to the event. Entertainers are prohibited from using pyrotechnics of any kind, including smoke machines or anything similar in nature. For outside events, a Sound Amplification Permit must be filed with the Town of Carmel Police Department and Town Clerk.

KITCHEN USE

Concession ovens / stoves may be used for warming purposes only.

CLEAN UP

Any spills should be cleaned up immediately. No food or beverages are to be left in the building; everything must be removed. Kitchen utensils and equipment must be washed. Restrooms and meeting rooms are to be left in "broom clean" condition. **Put trash in bags and deposit in dumpster on service road.**

Maximum departure time is 1:00 a.m.

The user and/or supervisor will be responsible for securing the building when the event is over. The building must be locked (including restrooms leading outside and to main room) and all lights turned off except for exit and outdoor lights.

**** The Town assumes no responsibility for lost articles or for the damage to any property placed temporarily in connection with an event. The Town should be released and discharged from any and all liability for any loss or damage sustained to property during any event held. ****

