



THE NYACK CENTER

Building Use Packet

Thank you for choosing Nyack Center for your event!

In order to secure your date...

- 1) Review this packet carefully**
- 2) Submit application on the last page**
- 3) Determine fee based on # of hours in bldg.
Any time spent in the building must be paid for.
Please factor in ample set up & clean up time as it is your responsibility to arrange the space as needed.**
- 4) Submit 2 checks (payable to Nyack Center):**
 - a. \$100.00 refundable security deposit**
 - b. 50% of rental fee up front**
 - c. Balance is due two weeks prior to your event**
- 5) Sign contract**
- 6) Obtain Certificate of Insurance**

A few important notes to keep in mind...

- 1) You may use any tables and chairs in the Center provided they are returned to their original locations following your event.**
 - We currently have approximately...
 - 25 large rectangular tables
 - 6 small square tables
- 2) NO HELIUM BALLOONS or lit candles are permitted**
- 3) The stage may not be disassembled or banner removed**
- 4) The parking lot is a first come, first served basis.
We CAN NOT guarantee that space will be available.**

In emergency contact: Willie Saintosil (845) 721-5522 or Kim Cross (845) 721-5514

*Please call us with any questions! Office hours: M-F 9:30am-5:30pm
58 Depew Avenue or PO Box 764 . Nyack, NY 10960 . 845 358 2600 . Fax 845-358-5364*



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Rooms Available for Rent

	<u>Occupancy</u>
1) Auditorium	300
2) Middle Room	40
3) Library	10
4) Basement	45

Rental Fees

Private Organizations & Individuals:

	<u>Auditorium</u>	<u>MR or Bsmt</u>	<u>Library</u>	<u>Whole Bldg.</u>
Hourly Rate:	\$75	\$50	\$30	\$125
4 Hours:	\$265	\$185	\$95	\$475
8 Hours:	\$530	\$310	\$150	\$950

Non-Profits, Civic & Community Groups:

(During normal business hours (9:30am-5:00pm), these groups may use the building free of charge if available)

	<u>Auditorium</u>	<u>MR or Bsmt</u>	<u>Library</u>	<u>Whole Bldg.</u>
Hourly Rate:	\$50	\$40	\$25	\$75
4 Hours:	\$175	\$135	\$75	\$275
8 Hours:	\$350	\$270	\$150	\$550

Security Deposit Return Policy

Your security deposit will be returned to you if the Center is clean and undamaged after your event. Our maintenance staff on duty will walk through at the end of your event to check on the following items:

- 1) Area cleaned _____
- 2) All tables and chairs returned to original location _____
- 3) Trash bagged and removed _____
- 4) Lights and stove turned off _____
- 5) Doors closed and windows locked _____
- 6) Kitchen returned to original state _____

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Rental Application

Date: _____

Your Name: _____

Address: _____

Home: _____ **Office:** _____ **Fax:** _____

Name of Organization: _____

Purpose of Organization:

1) Date(s) Requested: _____

2) Time(s) Requested: _____
(Remember to factor in set up & clean up time)

3) Room(s) Requested: _____

Will you be needing?

1) Use of the kitchen? Yes____ **No**____

2) Use of the sound system in auditorium? Yes____ **No**____

Is your event open to the public? _____

of People Expected? _____

Income expected from this event: \$ _____

For office use only:

of Hours Requested: _____

Rental Fee: \$ _____

packet revised 7/2003