



NYACK CENTER

Thank you for choosing to hold your event at Nyack Center!

All rental fees allow us to keep our before and after school programs at a low cost for the families we serve.

As you plan your event, please keep in mind that Nyack Center has many things happening throughout the day and the building. We ask that you be mindful of this while planning and holding your event, and that you and your guests respect all that is within Nyack Center.

Please call our office between 10am-2pm, M-F at 845-358-2600 with questions or concerns and know that we are here to help you along the way.

We look forward to working with you!

Building Use & Rental Agreement

Spaces Available for Rent

Occupancy

- 1) Auditorium 200**
- 2) Middle Room 30**
- 3) Library 10**
- 4) Basement 30**

30 rectangular tables...3 large round tables...over 150 chairs are available

Rental Fees **NO CASH PAYMENTS ACCEPTED (CHECK, MONEY ORDER OR CREDIT ONLY)**

Private Organizations & Individuals:					
<u>Auditorium MR or Bsmt Library Whole Bldg. Kitchen</u>					
	Aud.	MR.	Bsmt.	Whole Bldg.	Kitch.
Hourly:	\$150	\$70	\$50	\$200	\$50
4 Hours:	\$535	\$230	\$145	\$735	
8 Hours:	\$1060	\$400	\$240	\$1535	

Non-Profits, Civic & Community Groups: (During normal business hours (9:30am-5:00pm), these groups may use the building free of charge if available by approval of Executive Director)

<u>Auditorium MR or Bsmt Library Whole Bldg.</u>					
	Aud.	MR.	Bsmt.	Whole Bldg.	Kitch.
Hourly:	\$120	\$60	\$45	\$145	\$50
4 Hours:	\$415	\$185	\$125	\$460	
8 Hours:	\$840	\$360	\$240	\$1040	



IN ORDER TO SECURE YOUR DATE...

1. *Review this packet carefully*
2. *Submit the Building Use Contract as soon as possible with a \$200 refundable security deposit and 50% of the rental fee (please see fee sheet in packet) **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.***
3. *Must be able to obtain a Certificate of Insurance for Liability. This may be received through your Homeowner or Rental Insurance Company. The amount should be \$1,000,000. If you do not have either, Nyack Center can help you get the certificate by going to privateeventinsurance.com. There will be an extra cost that will range from \$100.00 to \$175.00*

A FEW IMPORTANT THINGS TO KEEP IN MIND...

Payments

1. All remaining fees are due two (2) weeks prior to your event.
2. Nyack Center's cancellation policy is as follows: Fees are refundable if a cancellation takes place no less than three (3) weeks prior to your event. No refunds will be issued for cancellations made less than three (3) weeks before the event.

Balloons, Decorations & Candles

1. **Helium balloons are not permitted in the auditorium space of Nyack Center.** If you have balloons your security deposit is automatically taken. We ask that you have no balloons because Nyack Center has high ceilings and the balloons can get caught in the motors of the fans that are in the ceiling costing Nyack Center funds to get them repaired.
2. **Candles, Fog Machines and bubble machines are not permitted in the Center.** Other than on a birthday cake to sing happy birthday.
3. **Decorations may not be nailed to the walls, ceiling or furnishings.**
4. **The maintaining and cleanliness of the building is a major concern,** we ask that confetti & glitter not be used as part of the decorations, and you are responsible for the removal of these items.

Deliveries

All deliveries must be arranged with Nyack Center staff prior to the event as storage of items is limited. Food or equipment should not be delivered more than one (1) day prior to the event and all pickups must be arranged for the next business day following the event. Any weekday deliveries must take place before 3:00pm. Please note that all deliveries must first check in with the Receptionist at the front desk. **Nyack Center is NOT responsible for the security of food or equipment.**

Parking

Nyack Center has a small parking lot and it is available for use for your event. Additional parking is on the street

Alcoholic Beverages

Alcoholic beverages are only allowed to be served not to be sold unless you apply and provide a liquor license two weeks before your event.



Kitchen Rules

All renters can have use of the kitchen. You must bring your own supplies to use. The kitchen must be left clean and orderly after use. Garbage and trash must be bagged and disposed in the dumpster in the parking lot of the Center.

CONTACT US

Telephone (845) 358-2600

Website www.nyackcenter.org

Email info@nyackcenter.org

**NO CASH PAYMENTS ACCEPTED
(CHECK, MONEY ORDER OR CREDIT ONLY)**

Rental Application

Date: _____

Your Name: _____

Address: _____

Home: _____ Office/Cell: _____ Fax: _____

Name of Organization: _____

Purpose of Organization: _____

Signature of Renter: _____

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? _____

Number of People Expected? _____

Income expected from this event: \$ _____

For office use only: **2 staff signatures needed** _____

Number of Hours Requested: _____