

BOLTON COMMUNITY CENTER

56 Edgecomb Pond Road,

Bolton Landing, NY 12814

Occupancy 87

Definitions and Fee Schedule

This is a taxpayer funded facility created for the community to use and to enjoy. The full use of the kitchen is included in the fee schedule. The deposit refund will be based on the condition of the facility after use. The space is expected to be clean, all dishes and utensils will be washed and dried, all furniture will be properly stored, all appliances will be in good working order, and all trash and garbage will be removed off site.

Definitions

- Bolton Resident:** A person who dwells permanently in or owns property in the Town of Bolton.
- Bolton Business:** An entity which makes or provides goods or services and is located within the Town of Bolton.
- Deposit:** A \$250 deposit is required for Bolton residents. The cash or the check will be promptly refunded if the facility is left in an acceptable condition.

Fees

- Bolton Resident:** A reduced ~~Fee of \$40.00~~ for the following:
- A meeting or event hosted by a Bolton non- profit or civic organization.

Free usage for the following:

- A reception immediately following a funeral for a current Bolton resident.
- Town of Bolton sponsored events for activities such as exercise programs, art programs, educational classes, etc. that are for Bolton residents. The instructors for these programs or classes need not be a Bolton resident.

All residents who have use of the facility are expected to insure that kitchen, bathrooms and community room are left in a clean and orderly condition. Cleaning supplies, a vacuum and brooms are provided.

May 17, 2016

All trash must be removed. A cleaning fee may be assessed if the facility is left in an unacceptable condition.

\$100.00 – plus a \$250 deposit for the following:
Bolton resident hosted event

\$250.00 – plus a \$400 deposit for the following:
Bolton resident hosted event for a weekend. The weekend will begin at 3:00 PM on Friday and will continue to 1:00 PM on the following Sunday.

NOTE: Hours the Community Center may be occupied as described in the User Agreement, Rules of Use, Item #1 will still apply.

BOLTON COMMUNITY CENTER

Definitions and Fee Schedule, continued

Bolton Business: **\$100.00** – plus a \$250 deposit

\$100.00 – plus a \$250 deposit for a Bolton business owner hosted commercial event (i.e. one that involves sales) **THE SALE OF ALCOHOLIC BEVERAGES IS STRICTLY PROHIBITED**

NOTE: Hours the Community Center may be occupied as described in the User Agreement, Rules of Use, Item #1 will still apply.

TOWN OF BOLTON

CONSERVATION PARK AND COMMUNITY CENTER

User Agreement

IN CONSIDERATION of the permission granted with respect to the use of the Town of Bolton Conservation Park and Community Center, the undersigned shall agree as follows:

INDEMNIFICATION: The undersigned shall in all respects defend and indemnify the Town of Bolton, its agents and employees from any and all claims for personal injury or damage to property (including the property of others) claimed to have occurred at or arising out of the undersigned's use of the Conservation Park and Community Center and the undersigned's activities within or at the Conservation Park and Community Center

HOLD HARMLESS AGREEMENT: The undersigned shall in all respects hold harmless the Town of Bolton, its agents and employees from any and all claims for personal injury or damage to the undersigned's property, its employees, agents, servants or guests alleged to have occurred by reason of or in conjunction with the undersigned's use for activities at the Conservation Park and Community Center.

CERTIFICATE OF INSURANCE: Any User/Sponsor who will be serving or consuming alcohol at the Conservation Park and Community Center premises shall, before taking occupancy under the terms hereof, provide the Town of Bolton with a certificate of insurance naming the Town of Bolton as an additional insured. The type, amount and term of insurance shall be to the satisfaction of the Town of Bolton Counsel.

AUTHORIZED USE: Approval to use the Town of Bolton Conservation Park and Community Center entitles the Applicant to the exclusive use of the Community Center, patio area, the grassy area between the patio and the fire pit, and the grassy area around the fire pit. All other areas remain available for public use.

RULES OF USE: The following shall constitute the terms and conditions of the undersigned's use and limitations of permission with respect to the facilities at the Conservation Center:

1. Hours of use for the Community Center are from 8:00 AM to 11:00 PM. The building may only be used during additional hours with prior approval from the Town Board.
2. Keys can be picked up and returned in the office of the Town Clerk at the Town Hall. Keys may be picked up one day prior to your event and must be returned the day after your event. The exception to this would be if the Town Hall is closed on these days and then the keys would be picked up or returned on the next business day prior to or following your event. Keys must be returned to the Town Clerk to have your deposit returned.

3. This written agreement shall be executed by each principal User/Sponsor of any activity to be held at the Community Center and such agreement shall provide that the Town of Bolton will be held harmless from any and all liabilities arising from the third party use of the structure, grounds and accessory components. The execution of this written agreement shall also provide that the undersigned shall in all respects defend and indemnify the Town of Bolton, its agents and employees from any and all claims for personal injury or damage to property (including the property of others) claimed to have occurred at or arising out of the undersigned's use of the Conservation Park and the undersigned's activities within or at the Community Center.

A deposit (\$250.00 for a single day rental, \$400.00 for a weekend rental) shall be required from all Town of Bolton Users/Sponsors to be paid to the Town Clerk for the Town of Bolton. This deposit shall be refunded promptly to the User/Sponsor if, after inspection, it is determined that the building and property has been left in acceptable condition (clean and all trash removed), and no damage has occurred during the User/Sponsor's occupancy. The inspection shall be done by the Town of Bolton, its agents or designees.

4. The principal User/Sponsor (indicated as the signatory below) shall be responsible for all premises damage including structure, grounds, accessory components or missing items. The cost for any repair of damages or replacement of missing items shall be paid to the Town Clerk for the Town of Bolton upon demand.
5. Prior to taking occupancy for use, the building and grounds shall be presumed to be clean and in good order and the User/Sponsor shall, upon terminating use, restore and leave the building and grounds in a safe, clean and orderly condition. All equipment and furnishings in or around the building shall remain in good condition and returned to their original location. No tables and/or chairs may be left in the main room.
6. The Community Center is in a Tobacco Free Zone established by Town Board Resolution #31-2011. No smoking is allowed inside or within 100 feet of the Building.
7. No overnight camping is allowed at the Bolton Conservation Park or Community Center.
8. No dogs are allowed in the Bolton Community Center building.
9. No decorations may be hung from any light or fan fixture. No tacks, tape, nails or staples may be used on the walls. Tape may be used on the windows and door moldings.
10. In the event the User/Sponsor shall have any problems or difficulties with the premises during the occupancy, this should be immediately reported to the Town Clerk at the Bolton Town Hall, the Town Building and Grounds Department or a member of the Conservation Park Committee. Telephone numbers for these contacts are posted in the kitchen on the wall above the telephone.
11. The User/Sponsor shall remain responsible for the proper and lawful disposal of all trash, refuse and garbage. No trash refuse or garbage shall be left on site.
12. No food items are to be left in the refrigerator, freezer or cabinets.

13. No swimming shall be allowed at the premises. The use of the pond for any boating, canoeing, fishing activities or other water activities and sports shall be in compliance with all New York State Department of Environmental Conservation and Department of Health Rules and Regulations.

14. Fire pit:

Fire is to be confined to the fire pit only. No exceptions.

Fire MUST be under control at all times.

Fire MUST be constantly maintained and supervised by a responsible ADULT.

Fire MUST be extinguished when event is through.

It is not permissible to burn trash, brush or construction debris.

No firewood that has been transported from outside of Warren County may be used in the fire pit.

All of your unburned material must be removed from site.

15. If there will be amplified music outside of the building, a permit must be obtained from the Bolton Town Board. Please contact the Code Enforcement Officer at 518-644-2893 for details at least 45 days prior to the event.

The User/Sponsor shall be responsible for the disposal of any item left at the facility. The cost for disposal of any items left at the facility shall be paid to the Town Clerk for the Town of Bolton upon demand. This includes, but is not limited to, such items as small kitchen appliances and kitchen utensils, etc. Donation of such items must receive approval from a member of the Bolton Conservation Park Committee.

The undersigned User/Sponsor acknowledges receipt of a copy of this Agreement and agrees in all respects to abide by the terms hereof.

User/Sponsor Signature

Date

Print Name

Organization Name

I understand that if I have a one day rental the premises must be left in broom clean condition and all items removed including trash, food, decorations by 11PM of that day, a weekend rental the premises must be broom clean and all items removed by 1PM on Sunday.

I further understand that failure to comply will result in all or part of my deposit being forfeited.

SIGNATURE

DATE

PRINT

May 17, 2016

If alcohol is going to be served or consumed, you must BE 21 YEARS OF AGE AND YOU MUST HAVE INSURANCE.

The SALE of alcoholic beverages is strictly prohibited.

Previous facility users have utilized this online company that seemed to be less expensive

The Event Helper, Inc. 530-477-6521 [_info@theeventhelper.com](mailto:info@theeventhelper.com)

Special Event Liability Insurance

\$1,000,000 Each Occurrence is required

\$2,000,000 Aggregate is required

Town of Bolton must be named as insured

Not the Community Center of the Conservation Club

4949 Lake Shore Drive

Bolton Landing, NY 12814

WELCOME

We are pleased that you have decided to use the Bolton Community Center for your event. It is available for a reduced fee to local non-profit organizations and for rent to local residents and businesses.

This brochure and checklist are designed to provide you with important information about your Center to ensure that your experience is as comfortable and enjoyable as possible.

Your rental of the Community Center includes the exclusive use of the building, patio, the area between the patio and the fire pit, and the grassy area immediately surrounding the fire pit. The Conservation Park remains open to residents for their use of the walking trail, community gardens, pond and grassy area beyond the fire pit.

Security System

The building is equipped with a security system. When you receive your keys from the Town Clerk's office you will also be provided with a 4-digit code to deactivate and activate the security system. Once you have unlocked the front door you will hear the security's "beeping" sound alerting you to turn off the system. The security panel box is on the wall to left as you enter through the front door. If there is no beeping and the light on the panel box is green, it means that the alarm has not been activated.

To deactivate the security system, lower the door on the panel box using the finger indentation on the upper right hand side to expose the keys. Enter the 4-digit code provided by the Town followed by the OFF button.

To activate the alarm when leaving be sure all exit doors are closed. The kitchen door and the door to the patio must be closed and locked. The green "ready" light on the panel lets you know that the alarm is ready to be activated. Enter the 4-digit code followed by the AWAY button. You will hear the system begin to beep again. It will beep slowly for 45 seconds and then rapidly for 15 seconds. You must exit the building and lock the front door during the minute it is beeping.

Lighting

Most of the light switches, dimmers and ceiling fan switches are on the same wall as the security panel. Light switches and dimmers are also on the wall common with the kitchen. The remotes for the ceiling fans are in the kitchen drawer to the far right of the sink.

HVAC

There are two thermostats in the building. One is in the main room on the wall common with the kitchen and the other is on the wall to the left as you enter the kitchen from the main room.

On the same common wall with the kitchen there is a low temperature detector and a carbon monoxide detector. The carbon monoxide detector helps with air exchange when there are many people are in the building.

Tables and Chairs

Tables and chairs are located in the closet. The 15 tables are 6 feet in length and there are 72 chairs. Please be sure to return all cleaned tables and chairs to the closet after your event.

Kitchen

The kitchen is equipped with two gas ranges, refrigerator, freezer, dishwasher, microwave, coffee urns, dishes, silverware and glasses. Please be sure all kitchen items used are cleaned and returned to their proper location.

Appliances

Dishwasher – select settings using panel on top of door, press start and close door. Dishwasher is extremely quiet. You may not hear any sound for the first few minutes of the washing cycle. Be sure dishwasher has completed cycle before leaving building.

Ranges – be sure all burners and ovens are turned off before leaving building.

Refrigerator and Freezer – do not leave any food items or ice in either the refrigerator or freezer.

Decorations

Please do not use tape or pushpins to adhere decorations to the sheet rock walls.

Building Use

It is expected that you will leave the building in a clean condition. This includes the kitchen and bathrooms. While there may be some cleaning supplies left behind by other users, the Town does not provide cleaning supplies. It is recommended that you bring your own cleaning supplies including paper towels and trash bags.

Checklist

Please return this completed checklist with your keys to the Town Clerks office on the next business day following your event.

- _____ All food items removed from refrigerator and freezer. Please do not leave ice in freezer.
- _____ All counters and sinks wiped clean.
- _____ All spills in refrigerator, freezer, on stovetop and on floors cleaned up.
- _____ Chairs and tables wiped clean and returned to closet.
- _____ Floors swept.
- _____ All decorations removed (including any at the end of the road).
- _____ Thermostats returned to 78 degrees in summer and 45 degrees in winter.
- _____ All lights turned off including rest rooms (Please be sure the dimmer switch by the main door is turned totally off.)
- _____ All trash from kitchen and bathrooms removed from premises.
- _____ Kitchen door is locked from the inside by pressing the button on the handle.
- _____ Side door facing patio is locked.
- _____ Alarm set and front door locked.
- _____ All trash on the outside grounds removed from premises. All cigarette butts picked up.

If you have used the building free of charge:

- _____ Bathrooms cleaned
- _____ Kitchen and main room floors mopped clean.

I have completed all items required.

Signature

Date

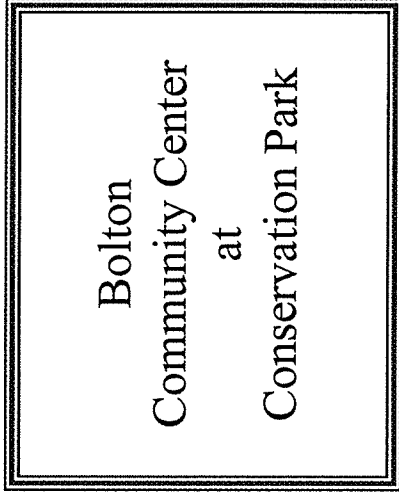
The Community Center is your building. Your assistance in keeping the building clean is appreciated and will help us maintain reasonable fees for its use.

Telephone

There is a land-line telephone in the kitchen which may be used for emergency or local calls only.

For emergencies please call 911

For problems with the facility please call:
644-2444 or 644-3056



56 Edgecomb Pond Road
Bolton Landing, NY
518-644-2702

For information call
Bolton Town Clerk's Office
518-644-2444

Directions to the Community Center

From the North:

187- Get off exit 24 take a left onto County Rt. 11. Go all the way to the bottom of Rt 11. At the flashing light turn right. Go into the Town of Bolton, pass through the town. Turn right onto Mohican Road. When you reach the top of Mohican, stay left and follow that road for about ¼ mile. Turn right onto Edgecomb Pond Road. The Club will be on the right.

FROM THE SOUTH

187 – Get off exit 22. Turn left onto Route 9N. Stay on this for about 10 miles. Before you enter the Town of Bolton, you will see Mohican Road on your left. When you reach the top of Mohican Road, stay left and follow for about ¼ mile. Turn right onto Edgecomb Pond Road. The Club will be on your left.

**TOWN OF BOLTON
4949 Lakeshore Drive
Bolton Landing, NY 12814
518-644-2444**

APPLICATION FOR USE OF THE BOLTON COMMUNITY CENTER

**A complete Application must be signed and include a signed User Agreement,
payment in full, and, if required, deposit and/or Certificate of Insurance.
No reservation will be made without a complete Application.**

INSTRUCTIONS:

Applicant must be at least 21 years of age AND a resident of Bolton
Please fill in all required information clearly (blue or black ink).

The Town requires any User/Sponsor serving alcohol provide the Town of Bolton with a Certificate of Insurance naming the Town of Bolton as an additional insured. The type, amount and term of insurance shall be to the satisfaction of the Town of Bolton Counsel. The Certificate shall be included with this Application. The sale of alcohol is strictly PROHIBITED.

The Town of Bolton shall require a \$250.00 deposit from any Bolton User/Sponsor for a daily rental and a \$400.00 deposit for a weekend rental.

DATE: _____

APPLICANT OR ORGANIZATION REPRESENTATIVE INFORMATION:

Name: _____

Address: _____

Town/State/Zip: _____

Phone: _____ Cell Phone: _____

Driver's License #: _____ Expiration Date: _____

ORGANIZATION INFORMATION:

Name: _____

Address: _____

Town/State/Zip: _____

Phone: _____ Cell Phone: _____

- over -

RESERVATION INFORMATION:

Date of Event: _____

Time of Event: Start: _____ End: _____

No. of Attendees: _____ (Building is rated for 87 persons interior)

Type of Event/Meeting: _____

Will fire pit be used: _____ Yes _____ No

Kitchen Use: Limited _____ Full _____

Will alcohol be served or consumed? _____ Yes _____ No

If alcohol will be served or consumed, a Certificate of Insurance naming the Town of Bolton as an additional insured will be required. Renter must be 21 years of age. You may use your homeowners insurance or another company. The TOWN OF BOLTON MUST BE NAMED AS INSURED 4949 Lake Shore Drive, Bolton Landing NY 12814. The sale of alcoholic beverages is strictly prohibited.

If the event will have outdoor amplified sound, a permit must be obtained from the Town. Contact the Town Clerk's Office for more information.

I have read the Town of Bolton User Agreement for the Bolton Community Center and agree to abide to all of the policies set forth. As an authorized representative of any organization/company I understand that by signing my name below I/we are accepting responsibility for all damages to the facility during its use.

Signature of User/Sponsor

Date

Print Name

For Office Use Only

Payment Received: \$ _____ Check # _____ Date _____

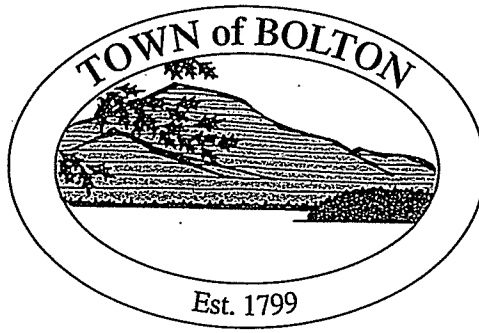
Deposit Received: \$ _____ Check # _____ Date _____

Insurance Certificate Received (if required) Date: _____

Police Notified Date: _____ Keys Returned Date: _____

Damage Deposit Returned Date: _____

Assessor
644-2894
Justice Court
644-2202
Planning
644-2893



Supervisor
644-2461
Town Clerk
644-2444
Fax
518-644-2476

Community Center

I understand that if I have a one day rental that the premises will be completely broom cleaned and all items removed including trash, food, decorations etc by 11PM of that day, a weekend rental the premises will be broom cleaned and all items removed including trash, food, decorations etc. by 1 PM Sunday.

I understand that failure to comply will result in all or part of my deposit being forfeited.

Signature

Date

Print