



ORANGE COUNTY NEW YORK VETERAN CENTER

30 Lawrence Avenue, New Windsor, New York 12553

FACILITY USE POLICY

The Hall capacity without tables is 120, maximum with tables is 75 seats. Reserved periods for events are typically 4 to 6 hours. Prior to the event, on the same day, an additional 2 hours' time period is allotted for event setup; a fee is applied if additional time is necessary. All fees are donations to assist with the cost of operating the veteran center.

Hall Only (Bar still open to members): **\$600.00***

Security Deposit \$250.00

(Refundable – required and retained if violations to Facility use Policy):

Additional Fees:

- Setup time in excess of 2 hours: \$ 50.00/each additional hour
- Prior day setup (2-4 hours): \$100.00
- Kitchen for food cooking (cost of gas): \$100.00
- Kitchen for **"QUICK"** warming \$ 00.00
- Deep Fryer (clean fryer & replace cooking oil) \$100.00

These amounts are necessary to offset operating costs of the facility.

Reservation:

- A member of the Orange County New York Veteran Center must make the reservation and be present during the event (membership applications are available)
- Reservation of facility can be made any time prior to the event, first come status for reserving
- **Security and at least a 50% hall use fee** will confirm the reservation. Both are required at least **2 weeks prior** or hall use is not guaranteed.
- **Day of the event, prior to the scheduled time, the balance/full amount is required**
- Security deposit to be refunded after the event, when hall is cleaned and all equipment, food, etc., has been removed.
- Violations of the Facility Use Policy will be identified immediately upon discovery, and cancel the refund of the security deposit. Violations may affect future use of the hall.

Cancellations:

- Scheduling event dates and cancelling impacts the facility from holding other events. Dependent upon nature of cancellation, a negotiated refund, or portion may be possible
- **Less than a 2 week cancellation notice, deposit is non-refundable**, however, the Security Deposit full amount will be refunded.

Member utilizing the facility is responsible for all:

- **NO one under the age of 21 allowed in the bar area, nor to consume an alcoholic beverage on the Veteran Center property.**
- Event preparations and clean-up
- Behavior of all invited guests, includes sufficient parental supervision of children.
- Damages incurred to the facility and/or property



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Food:

- The facility has a kitchen for members use
- All events will provide their own food; kitchen can be utilized for food preparation, warming up dishes and washing dishes/utensils
- Member to provide own containers, napkins, utensils required for the event
- Post event, all food must be taken or will be disposed of in the trash.

Alcohol:

- The facility is registered as a private club and holds a New York State Liquor License
- **NO OFF-PREMISE alcohol allowed**, as per New York State regulations
- **NO BOTTLES allowed outside**; plastic cups available
- Alcohol prices are at typical veteran center member prices
- **Bartenders volunteer their time, they work for tips**

Music:

- Music is subjected to Town time and noise level restrictions
- Facility has limited stage space and electrical power at the stage
- Member to coordinate with DJ or Band to ensure ample space and electric power is available
- Touch-Tunes juke box system is in the facility at cost
- Large Smart TV **not available** for use

Available Games:

- Dart Board w/6 darts (bar area): FREE
- Shuffle Board Table (hall area): FREE
- **NO horse play** with, slamming, throwing of items
- **NO sitting, climbing or crawling** on or under tables, nor on the bathroom sink counter.

Other Facility Items:

- **NON-SMOKING** facility, smokers must go outside
- Coffee machine available **(at cost)**
- Popcorn machine available **(at cost)**
- Hot Dog cooker available **(at cost)**
- ATM available in front bar
- Trash cans are available
- Folding tables and chairs are available for use
- Bathrooms available for Women and Men
- During inclement weather, guests need to take care in walking in the parking lot and on the ramp, stairs and deck
- Motion security lights are in both parking lots



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Clean-Up:

- Messes, spills and “oops” should be addressed immediately
 - Inform Veteran Center staff if broom or mop is required
- Garbage cans are to be utilized for all wastes; Veteran Center staff will empty trash cans as required
- Veteran Center staff will inform you of what you are required to clean up/remove following the event.
- Removal of all setup items immediately following the event
- Excess food must be removed or disposed of
- Check with Veteran Center staff prior to planning on picking up any items/equipment on the following day
 - If approved by Veteran Center staff, a firm date and time may be scheduled

Request Information:

- Complete attached form and return it in person or via email to
 - ✓ **OrangeCounty.NY.VeteransCenter@gmail.com**
- Reservation donation must be made prior to reservation being booked and confirmed
- Donation should be made:
 - ✓ Upon submitting the form in person
 - ✓ Cash or check
 - ✓ All donations should be made in person (call to schedule a day and time to come by)
 - ✓ Donation balances for security deposit and hall use, are due prior to the event occurring
 - ✓ Receipts will be provided

Questions / Requests for services or items not on here:

- Ask if you have questions what else we do include or what we can provide at cost

Contact via email: **OrangeCounty.NY.VeteransCenter@gmail.com**

All inquiries will be responded to within 24 hours of email receipt.



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REQUEST FORM

I, _____, understand and agree to the **Facility Use Policy** for reserving, security deposit, refund policy, responsibilities, and rules for use of the facility.

Occasion for the event: _____

Date(s) requested: _____ **2023/2024** Start Time: _____ End Time: _____

Setup Date(s) requested: _____ **2023/2024** Start Time: _____ End Time: _____

Additional services/items requested (at cost): _____

Cell Phone: (_____) _____ - _____ Email: _____ @ _____

Signature: _____ Date: _____

***** **BELOW TO BE FILLED IN BY ORANGE COUNTY VETERAN CENTER** *****

Deposit received by: _____ Date: _____

CASH \$ _____ or CHECK \$ _____

Balance received by: _____ Date: _____

CASH \$ _____ or CHECK \$ _____

Hall is temporarily reserved when the request form is submitted.

Hall is not confirmed reserved, until the security deposit and 50% rental donation is made.

Make out checks to: **Orange County NY Veteran Center**

To arrange a day and time for making the donation, call: **845-559-9922**

Questions, contact via email: **OrangeCounty.NY.VeteransCenter@gmail.com**

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