



The Hall capacity without tables is 120, maximum with tables is 80 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 for additional time.

Hall Use Only (Bar still open to members):\$600.00Hall & Bar Reservation\$750.00Security Deposit\$250.00

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

#### **Additional Fees:**

Setup prior day (if available): \$150.00

Setup time <u>in excess</u> of 2 hours: \$ 50.00/each 1 hour

Kitchen for food cooking (cost of gas): \$100.00

Deep Fryer (clean fryer & replace cooking oil) \$100.00 These amounts are necessary to offset

operating costs of the facility.

Coffee machine available \$ 25.00 (50 cup pot only / filter & coffee not included)

Popcorn machine available
Hot Dog cooker available
\$ 25.00

#### 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 Deposit & 50% Hall use Fee will confirm the reservation, required 2 weeks prior, or use is not guaranteed
- One week prior to the event the full amount is required
- · Security deposit to be refunded after event, 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

## 30 LAWRENCE AVENUE NEW WINDSOR, NEW YORK 12553



#### Member utilizing the facility is responsible for all:

- NO one under the age of 21 allowed in the bar area.
- Event preparations and clean-up
- Behavior of all invited guests, includes sufficient parental supervision of children
- Damages incurred to the facility and/or property

#### Food:

- The facility has a kitchen
- All events will provide their own food; kitchen can be utilized for food preparation, heating 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
- 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

#### Other Facility Items:

- NON-SMOKING facility, smokers must go outside
- NO sitting, climbing or crawling on or under tables, nor on the bathroom sink counter.
- 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





#### Clean-Up:

- Messes, spills and "oops" should be addressed immediately o 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
- 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

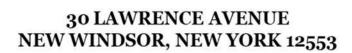
#### **Request Information:**

- 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





### **REQUEST FORM**

Describe families accords			
Occasion for the event:			
Date(s) requested:	2025	Start Time:	End Time:
Setup Date(s) requested:	2025	Start Time:	End Time:
Additional services/items requested	(at cost):		
Cell Phone: ()	Email: _		@
ignature:			Date:
Deposit received by:			Date:
CASH \$	or	CHECK	\$
Balance received by:			Date:
CASH \$	or	CHECK	\$

Hall is <u>NOT</u> confirmed until deposit is made.

Make out checks to: Orange County NY Veteran Center