



Hunt Memorial

Building & Grounds Application

A Property of the Village of Ellenville //
Managed by HMPC

EVENT SPONSOR: _____

NAME OF RESPONSIBLE ADULT: _____

ADDRESS: _____

PHONE #: _____ EMAIL: _____

EVENT DATE: _____ TIME OF EVENT: _____ TO _____
(Available 8 am to 10 pm)

PURPOSE OF USE: _____

APPROXIMATE # OF PEOPLE _____ (Maximum Capacity 150)

BUILDING RENTAL \$300.00 PER DAY / SECURITY DEPOSIT OF \$100.00 IS REQUIRED

Security Deposit will be returned in full after the event, upon successful inspection of the building. If damages exceed the Security Deposit, the applicant is expected to make restitution and may be denied future use of the building.

Cancellations Must be communicated to the HMPC at least (7) days prior to the event date in order to receive a full refund. Cancellations made less than (7) days prior will result in loss of fee. Only the Security Deposit will be refunded.

You can make appointment to pick up application, or print from our website. Once filled out application, insurance waiver and deposit must be received to hold the date requested. You can mail to Hunt Memorial, P.O. Box 719, Ellenville NY or make arrangement to be picked.

Make checks payable to Hunt Memorial Preservation Committee

www.huntmemorail.org

GUIDELINES FOR USE OF HUNT MEMORIAL FACILITIES
Hunt Memorial Preservation Committee (HMPC) Village of Ellenville (Village)

1. The Integrity of the building and grounds must be preserved. No substances or actions are permitted which will leave a permanent mark on the building or grounds.
2. Applicants authorized to use Hunt Memorial facilities assume responsibility for the conduct of all your guests. Each applicant shall designate a Responsible Adult Representative who must be always present.
3. The HMPC and Village assume no liability for injuries resulting from applicant's use of the Hunt Memorial building and grounds. The HMPC and Village will require submission of a completed Application form, signed Guidelines for Use, signed Indemnification form, a Certificate of Liability Insurance and **special permit if use of alcohol** is used in the building.
4. The approved applicant is advised and understands that the equipment or property of the applicant is not insured by the HMPC or Village for either damage or loss. The HMPC and Village assume no liability for any such loss. Such property shall not be stored in the Hunt Memorial for any reason.
5. Guests should remain on the first floor, in the room(s) requested for use. The basement level of the building is to remain undisturbed.
6. Alcohol is permitted in the building Only, with a special separate insurance policy by the applicant.
7. NO smoking or vaping will be permitted inside the building or on the grounds of the property.
8. All spaces must be returned to the condition found before the scheduled use including furniture.
9. Cleaning must be done immediately following the event including sweeping and mopping floors.
10. All trash must be bagged and removed, all food removed, countertops washed, tables and chairs cleaned and returned to storage areas, restrooms cleaned. Applicant provides trash bags and cleaning supplies for this purpose, all of which are to be removed following the event.
11. Approved applicant shall be liable for any damage to the Hunt Memorial property resulting from activities they sponsor. The Security Deposit will be returned in full after the event, upon successful inspection of the building and grounds. If damages exceed the Security Deposit, the applicant is expected to make restitution.
12. The HMPC and Village representatives must always have free access to all facilities and reserve the right to revoke authorization to use the Hunt Memorial facilities at any time.

I HAVE READ, UNDERSTAND AND WILL COMPLY WITH THE "GUIDELINES FOR USE" OUTLINES ABOVE:

APPLICANTS SIGNATURE _____ DATE _____

INDEMNIFICATION

To the fullest extent permitted by law, I _____,
The lessee, shall indemnify and hold harmless the Village of Ellenville, the Hunt Memorial Preservation Committee and their agents and employees from and against all claims, damages, losses and expenses, including, but not limited to, attorneys fees arising out of or resulting from the use of the Hunt Memorial Building, its grounds, parking lot and equipment, provided that any such claim, damage, loss or expenses (1) is attributable to bodily injury, sickness, disease or death, or injury to or destruction of tangible property, including the loss of use resulting there from (2) is caused in whole or part by any negligent act or omission of the lessee, any guest of the lessee, anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable regardless of whether or not its caused in part by a party indemnified hereunder. Such obligation shall not be construed to negate, abridge, or otherwise reduce any other right or obligation of indemnity which would otherwise exist as to any party or person described in this paragraph.

I have read and agree to the provisions noted in this agreement:

APPLICANTS SIGNATURE _____ **DATE** _____

A CERTIFICATE OF LIABILITY INSURANCE must be submitted with the application. Failure to supply a CERTIFICATE OF LIABILITY INSURANCE will result in cancellation of the reservation. This certificate must include:

For an Individual:

- (1) Hunt Memorial Preservation Committee & Village of Ellenville named Additionally Insured
- (2) Minimum coverage \$500,000 General Liability Insurance
- (3) Coverage for Damage to Rented Premises and Bodily Injury
- (4) Special insurance policy for Alcohol use if needed

This can be purchased from an insurance broker or online through a Special Event insurance provider.

For a Non- Profit or Business:

- (1) Hunt Memorial Preservation Committee & Village of Ellenville named Additionally Insured.
- (2) Minimum coverage \$1,000,000 General Liability Insurance.
- (3) Coverage for Damage to Rented Premises and Bodily Injury.

All Vendors at Non-Profit Fundraising Events must provide proof of Insurance.

FOR OFFICE USE ONLY:
HMPC REPRESENTATIVE _____ **DATE** _____

VILLAGE REPRESENTATIVE _____ **DATE** _____