



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: From _____ To _____
(Available 8am to 10pm)

SET UP DATE: _____ Time: From _____ To _____

CLEAN UP DATE: _____ Time: From _____ To _____

PURPOSE of USE: _____

APPROXIMATE # of PEOPLE _____ (Maximum Capacity:150)

**** Event Sponsor must provide a Certificate of Liability Insurance. See last section of application for insurance requirements.**

BUILDING RENTAL: \$300 per day

\$100 security deposit required

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 AND may be denied future use of the building.

Cancellations MUST be communicated to the HMPC at least seven (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 the fee. Only the Security Deposit will be refunded.

Requests for use include: (1) Completed application (2) Signed Guidelines for Use (3) Signed Indemnification Form (4) Certificate of Liability Insurance

Send completed documents, along with Fee & Security Deposit (payable to Hunt Memorial Preservation Committee) to: **HUNT MEMORIAL, P.O. Box 719, Ellenville, N.Y. 12428 // Fees may be sent via PAYPAL**

www.huntmemorial.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 guests. Each applicant shall designate a Responsible Adult Representative who must be present at all times.
3. The HMPC and Village assume no liability for injuries resulting from applicants 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, and a Certificate of Liability Insurance.
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 unless specifically approved by HMPC.
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. NO alcoholic beverages will be permitted inside the building or on the grounds of the property.
7. NO smoking or vaping will be permitted inside the building or on the grounds of the property.
8. All requested spaces must be returned to the condition found before the scheduled use. Cleaning must be done immediately following the event, unless additional time is specifically approved by HMPC. All trash must be bagged and removed, all food removed, countertops washed, tables and chairs cleaned and returned to storage areas, restrooms cleaned and floors swept. Applicant provides trash bags and cleaning products for this purpose, all of which are to be removed following the event.
9. 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.
10. The HMPC and Village representatives must have free access to all facilities at all times 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' OUTLINED ABOVE:

APPLICANT'S 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, attorney’s 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 expense (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 it’s 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:

APPLICANT’S SIGNATURE _____ **DATE** _____

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*****A CERTIFICATE OF LIABILITY INSURANCE** must be submitted with the application. Failure to provide a CERTIFICATE OF LIABILITY INSURANCE will result in cancellation of the reservation.

Liability Insurance Requirements for all Event Sponsors:

A Copy of a Certificate of Liability Insurance 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

***** A Certificate of Liability Insurance** can be obtained from an insurance broker or online through a Special Events 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

*****Vendors at Non-Profit Fundraising Events** must provide proof of insurance.

FOR OFFICE USE ONLY:

HMPC REPRESENTATIVE _____ DATE _____

VILLAGE REPRESENTATIVE _____ DATE _____