

INCORPORATED VILLAGE OF BELLE TERRE

Request for use of the Vincent Bove Belle Terre Community Center

Name of resident _____ Ph.No. _____

_____ (time) from ___ to ___ for _____ people.
Day/Date

Purpose: _____

Name of host if non-resident _____

_____, _____, Ph.No. _____
Address Town

I agree to defend and indemnify the Inc. Village of Belle Terre and hold the village harmless from any loss, damage, injury, or other casualty to me, or to any other person, party, or property caused or occasioned by my use and rental of the Community Center.

One village resident must be present at all times.

All Organizations using the facility must provide a certificate of insurance listing the Inc.Village of Belle Terre as additional insured.

I HAVE READ THE ATTACHED RULES AND FEE STRUCTURE REGARDING THE RENTAL OF THE COMMUNITY CENTER AND TAKE FULL RESPONSIBILITY FOR SAID COMPLIANCE.

Resident's Signature

Date

For Office Use Only:

Receipt#: \$400 use fee _____ \$150 use fee _____ \$350 security _____

Incorporated Village of Belle Terre

A fee of \$550 (\$400 for facility rental and \$150 for set up of tables and chairs, re-stocking and cleaning bathrooms, sweeping main room, vacuuming lobby and Inspection).

A fee of \$350.00 (separate check) which will cover the cost of any damages to the interior or exterior AND any cleaning of the interior or exterior not included above.

*ALL CHECKS ARE PAYABLE TO THE INCORPORATED VILLAGE OF BELLE TERRE

RULES

- The use of flammable materials including birthday candles is prohibited.
- The use of tape, glitter, tacks, screws, or staples is prohibited.
- All decorations must be free standing. Balloons must be tied to a brick or a support column.
- All catering supplies and food must enter and be removed through the side entrance.
- Musical equipment, rented tables and chairs, flowers or floral displays and decorations must enter and be removed through the rear entrance.
- Rented equipment must be left in the adjoining room (courtroom) for pickup the next business day.
- No drinking or eating in the lobby.
- No drinking outside the building.
- No smoking in front of the building. Smoking permitted outside the rear of the building.
- No entertainment outside the building.
- No outdoor cooking.
- Refrigerator and ice chest are to be emptied, kitchen counters, stove, ovens, and floor are to be left clean and garbage removed.
- CLEANING SUPPLIES ARE NOT PROVIDED.
- All lights must be out and doors locked at the end of the event.
- KEYS ARE TO BE LEFT IN THE INTERIOR MAILBOX AT THE SIDE ENTRANCE.

Signature

Date of Inspection

Keep this form and bring it with you when you meet with the Village's representative to pick up the building key and go over the rules. Call her a few days before your event. When you pick up the keys, please bring the attached floor plan with table and chair layout clearly marked on the form. If we don't receive the floor plan at that time, table and chairs will not be available.

Ellen Ferrigno 1(631)473-6202

4/10 4/11 2/15 7/16

