Village of Cassadaga
Cassadaga, New York 14718

Community Room Rental Application

Facilities Requested:
_____Community Room
_____Kitchen

Hall Rental Fee _____
Security Deposit_____

Date of Event_____
Type of Event_____
Person Responsible (User)_____
Phone Number_____

Alcoholic Beverages to be served? _____Yes _____No

Conditions Agreed to by User for Community Room Rental:

1. The Community Room and Kitchen will be cleaned and left in the condition as found.
2. All garbage will be picked up and disposed of the by User.
3. User agrees to be responsible for any and all injuries and damages that may occur during their use of the Community Room/Kitchen and agrees to indemnify and hold the Village of Cassadaga harmless from any and all liability.
4. Floors will be swept and mopped, as warranted, following rental.
5. Restrooms will be clean and picked up.
6. User agrees to confine guests to the area rented. The Truck room and Offices are excluded from the rental.
7. Use the Parking Lot across Mill St. from Fire Hall. No parking on East side parking lot or in Fireman's parking adjacent to the building.
8. Decorations are to be taped, not tacked. All decorations are to be removed by the User.
9. Maximum capacity of 103 people in the Community Room is not to be exceeded.
10. User must contact the Fire Dept. President for use of tables and chairs.
11. Users must furnish proof of insurance naming the Village of Cassadaga as an additional insured. The insurance should protect the Village of Cassadaga related to personal injury or death caused by an accident or occurrences with the limits of not less than $100,000 (or $500,000 if alcohol is served) per occurrence. A certificate of insurance must be provided to the Village Clerk 5 days prior to the scheduled event.
12. The Village will take no responsibility for unavailability of the room for any circumstances which are beyond its control.
13. The security deposit and/or rental fee for the Community Room will not be returned if the User cancels less than 30 days prior to its event.
14. A $100 Security Deposit will be returned to the User following an inspection of the facilities by a Village Representative, provided all of the above conditions have been met.

_____ _____
Person Responsible (User) Date Village Clerk Date