

**Village of Cassadaga  
Cassadaga, New York 14718**

**Community Room Rental Agreement**

**No.** \_\_\_\_\_

**Facilities Requested:**

\_\_\_\_\_ Community Room  
\_\_\_\_\_ Kitchen

**Date of Event** \_\_\_\_\_  
**Type of Event** \_\_\_\_\_  
**Person Responsible** \_\_\_\_\_  
**Phone Number** \_\_\_\_\_  
**Email** \_\_\_\_\_

**Hall Rental Fee** \_\_\_\_\_  
**Security Deposit** \_\_\_\_\_

**Alcoholic Beverages to be Served?** \_\_\_\_\_ Yes      or      \_\_\_\_\_ No

**Conditions Agreed to by Renter for Community Room Rental:**

1. The Community Room and Kitchen will be left in the condition as found.
2. All Garbage will be picked up and disposed of by the Renter.
3. The Renter is liable for damages incurred.
4. Floors will be swept and moped, as warranted, following retail.
5. Restrooms will be clean and picked up.
6. Kitchen and facilitates used will be cleaned and left as found.
7. Renter agrees to confine gussed to area rented. The Truck Room and Offices are excluded from the rental.
8. 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.
9. Decorations are to be taped, not tacked, All decorations are removed by Renter.
10. Maximum Capacity of 103 people in the Community Room is not to be exceeded.
11. Renters must contact the Fire Dept. President for use of tables and chairs.
12. No Alcoholic Beverages will be allowed in the Community Building without proper insurance coverage, to be provided contemporaneously within signing of this agreement. All Renters must furnish Proof of Insurance. A certificate of insurance is required in the amount of \$100,000 or \$500,000 if alcohol is served, naming the Village second insured.
13. The Village will take no responsibility for unavailability of the room for any circumstances which are beyond its control.
14. The Security Deposit and or fee for the Community Room will not be returned if the Renter Cancels less than 30 days prior to its event.
15. A \$100.00 Security Deposit will be returned to the Renter following a check of the facilities by the Village Representative, provided all of the above conditions have been met.

\_\_\_\_\_  
**Person Taking Responsibility**

\_\_\_\_\_  
**Village Representative**

**Date** \_\_\_\_\_