

Town of Hartwick Property Rental Application

PROCEDURES

1. Each applicant must fill out the Application for Use. This form is available at the Office of the Town Clerk. Completed form, along with the appropriate rental fee, security deposit and insurance documentation is to be returned to the clerk.
2. The Town Board and/or Town Supervisor are authorized to make all decisions regarding the usage of the Community Center, Pavilion, and Gazebo.
3. Special consideration may be given for special circumstances.
4. Upon completion of the event, the facility will be inspected for cleanliness and damage. Any damages or cleanup left for Town Maintenance may result in loss of security deposit.
5. Please make arrangements to obtain keys with the Town Clerk the week prior to your scheduled rental.

GUIDELINES FOR APPLICATION

1. Applicant must be at least 21 years of age or older.
2. Applicant must have authorization to act on behalf of the requesting group.
3. Applicant must present the following:
 - a. Signed Application
 - b. All fees & Deposits if applicable
 - c. Proof of Insurance (see notice below)

FEE INFORMATION

Non For Profit Groups: All Non For Profit Groups must complete a Fee Waiver Form available from the Town Clerk. Use is subject to approval by the Town Board and must be reviewed at the monthly Town Board Meeting.

Town of Hartwick Residents

Community Center & Pavilion:

- Half Day (Up to 4 hours): \$40.00
- Full Day (including set-up/clean-up prior evening and after event: \$75.00
- Monthly use up to four hours per month: \$100.00
- Security Deposit \$100: Deposit should be made with a separate check. Deposit is fully refundable and check will never be cashed if property is left clean and without damage.

All Other Renters

Community Center & Pavilion Gazebo:

- Half Day (Up to 4 hours): \$50.00
- Full Day (including set-up/clean-up prior evening and after event: \$100.00
- Monthly use up to four hours per month: \$150.00
- Security Deposit \$100: Deposit should be made with a separate check. Deposit is fully refundable and check will never be cashed if property is left clean and without damage.

Send Application, all required documentation, and payment to:

**Hartwick Town Clerk
PO Box 275
Hartwick, NY 13348
607-293-8123**

GUIDELINES FOR USE

1. **PARKING** is not allowed on any Town sidewalks. Parking that prohibits entrance to Cooperstown Bat Company is also prohibited. Parking along the street is discouraged, as it causes a traffic hazard. Overflow parking is available at the Town Hall parking lot.
2. **USE OF THE DOWNSTAIRS** area of the Community Center is not allowed unless special arrangements are made.
3. **NO SMOKING** or **OPEN FLAMES** are allowed **IN OR AROUND** the Community Center.
4. **ALCOHOL USE IS PROHIBITED IN OR AROUND** the building unless a temporary liquor license is provided with application, along with a certificate of insurance naming the Town of Hartwick as “additionally insured”. (See Town Clerk for information.)
5. **DO NOT TOUCH THE FIRE ALARM BOXES** unless an emergency arises.
6. **AT LEAST ONE ADULT** must be present per 10 children.
7. Groups must clean up **IMMEDIATELY** after the event.
8. **PLEASE** wipe off and return all **TABLES AND CHAIRS** to their proper places. **TAPE** or other substances may not be applied to tables or walls.
9. **ALL GARBAGE** must be placed in the receptacles outside the Community Center.
10. **RETURN THE KEY** to the Clerk’s office immediately following clean up. If the office is closed, please drop key in Deposit box to the right of the front door.
11. **REPORT ANY DAMAGES IN WRITING IMMEDIATELY.** Damages may result in the termination of Community Center use and privileges, in addition to loss of security deposit. Upon inspection of the Community Center or Town Property in use a bill for repairs may be presented to the responsible party listed on the application if damages are greater than security deposit. Failure to pay for damages will result in further action on behalf of the town.

Town of Hartwick Property Rental Application

Today's Date: _____ Event Date & Time Requested: _____

Location Requested For Use (Community Center, Pavilion, Ball Field, Gazebo or Equipment): _____

Type of Event: _____ Number of Guests Expected: _____

Name of Organization or Individual Affiliated w/ Event: _____

Name of Person Responsible for Event: _____

Mailing Address: _____

Contact Number: _____ Email: _____

Please name any Hartwick Residents involved in the event: _____

Are you a Non For Profit Group? If yes, what is the name of your group? _____

Will Alcohol be served? _____ If yes, please provide a copy of your Temporary Liquor License.
See Guideline for Use #4 for additional information.

INSURANCE NOTICE

LIABILITY INSURANCE MUST BE PROVIDED BY ALL APPLICANTS. THIS INSURANCE MUST PROVIDE A MINIMUM OF \$1 MILLION IN COVERAGE FOR EACH OCCURENCE AND \$2 MILLION IN COVERAGE FOR AGGREGATE. COVERAGE MUST COVER THE ENTIRE PERIOD OF REQUESTED USE.

Received By: _____ Check # _____ Amount: _____ Deposit Amount: _____ Date: _____

Returned Deposit Amount: _____ Returned Deposit Check # _____ Date: _____

Who will be responsible for cleanup? Applicant (No Charge) _____ Town Employee (\$50) _____

Date & Person Key Provided to: _____ Key Returned (Circle One): YES NO

Building Inspection Date: _____ Inspected by: _____

Comments: _____