

# RYE RECREATION

## Damiano Recreation Center Rental Application 2019

281 Midland Avenue, Rye, NY 10580

(914) 967-2535



Event Date: \_\_\_\_\_

Time of event: \_\_\_\_\_ to \_\_\_\_\_

Name of Renter (and Organization if applicable): \_\_\_\_\_  
(Provide proof of residency – a copy of Con Ed or utility bill - Required to receive resident rates)

Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

Cell #: \_\_\_\_\_ E-mail address: \_\_\_\_\_

- |  |   |
|--|---|
| <input type="checkbox"/> Upper Level Big Room (limit 82 seated/100 auditorium style) | <input type="checkbox"/> Upper Level Girl Scout Room (limit 40) |
| <input type="checkbox"/> Lower Level Multipurpose Room (limit 100 seated)            | <input type="checkbox"/> Lower Level Lounge (limit 30)          |
| <input type="checkbox"/> McDonald Building (limit 30)                                |   |

ATTENDANCE: \_\_\_\_\_  
Adults (18 & over) Children TOTAL

ALCOHOL REQUEST (beer & wine only): Yes \_\_\_\_\_ No \_\_\_\_\_

Are you considering the use of an outside entertainer? YES NO

Food Truck, DJ, Clown, Magician, etc.: \_\_\_\_\_

- **A certificate of insurance is required for all entertainers & corporate rentals**
- **NO FOOD TRUCKS ALLOWED without 8-weeks' notice and subject to City Council approval.**

\*\* Please use the attached layout(s) to designate where you would like the tables and chairs set up for your event

I, the undersigned, being over 21 years of age, and having read the rules and regulations for this application and the above, hereby acknowledge the foregoing and agree to be responsible to the City of Rye Recreation Department for the use and care of the facility used and furthermore agree to indemnify and hold the City of Rye Recreation Department, its employees and all related officials harmless for any expense and/or liability for any loss, damage or injury to person(s) or property by reason of or arising out of the use of the Recreation Park facilities and/or the serving or consumption of alcoholic beverages.

This Hold Harmless Provision shall be liberally and broadly construed and applied in favor of the City of Rye Recreation Department regardless of cause or injuries sustained.

I, the undersigned, in consideration of permission given to us to use the above requested facility, agree to take due care of the premises and to be responsible for any loss or damage to property and/or equipment.

***I have read the Damiano Recreation Center Rental Policies and agree to abide by them. I further understand that I am responsible for the conduct of my group, and informing them of all policies.***

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

- **Event Parties: DEPOSIT:** 50% of the total fee is due at time of reservation;  
**FULL PAYMENT:** Is required three (3) weeks prior to the event.
- **Birthday Parties:** Payment in full is required at the time of reservation
- **CANCELLATION:** Those cancelling less than three (3) weeks prior to the scheduled rental will lose \$100 of their payment.



## Damiano Recreation Center Rental Policies

**RYE RECREATION**

281 MIDLAND AVENUE

RYE, NY 10580

(914) 967-2535

RECREATION@RYENY.GOV

- **Please review all of the policies listed in this document and keep for your reference**
- **By signing your Rental Application, you are indicating that you have read and agree to these policies**
- **A receipt for your reservation will be emailed to you; that will serve as your permit**
  - Special requests must be made at the time of application, and may result in additional fees
  - Requests by non-profit organizations to host a fundraiser must be noted and will require special authorization
  - **A Certificate of Insurance is required for all commercial rentals/entertainers**

**ELIGIBILITY/USE** - Proof of residency is required to qualify for residential rates and must be provided when the application is submitted (Con Ed or utility bill). The individual making the reservation must be present throughout the entire event.

- Please note that other groups may be using the center at the same time or immediately following your use. Be considerate of others and leave the space in order, so it can be ready for the next user.

### **FEES & CANCELLATION POLICY**

- **Event parties:** A 50% deposit is required at the time of reservation for event parties. Full payment is required three (3) weeks prior (event parties). \$100 will be forfeited for cancellations less than three (3) weeks prior to the event. A \$150 refundable security deposit is required at time of full payment. This is refundable provided the room is left clean and free of damage and the party did not exceed its permitted time.
- **Children's Birthday parties:** Payment in full is required at time of reservation. \$100 will be forfeited for cancellations less than three (3) weeks prior to the event.
- In the case that inclement weather cancels your event, Recreation will try to reschedule your event **subject to availability**.

**SET-UP TIMES** - "Birthday Parties" include 30 minutes for set-up; "Event Parties" include 60 minutes for set-up. Additional set up time is available ONLY for event parties at an additional fee of \$40/hour.

**CATERING** - Use of outside caterers is permitted. All supplies and/or leftover food should be thrown out or taken home at the end of the event. Failure to do so can mean loss of all or part of your security deposit.

\*\* If you are planning an event that requires materials or supplies to be brought in prior to the event or that will be left on site following the event, you must notify Rye Recreation in advance for special procedures and instructions for use. Additional fees may be required. **FOOD TRUCKS MUST BE REQUESTED 8-WEEKS IN ADVANCE AND ARE**

**SUBJECT TO CITY COUNCIL APPROVAL.**

### **RESPONSIBILITIES OF THE INDIVIDUAL(S) RENTING THE DAMIANO CENTER**

- Patrons are expected to assist in clean-up and to leave the area in good condition. All decorations, signs, balloons, etc., should be removed. Please ask the attendant for additional plastic bags if needed. ***Staying beyond scheduled time or leaving the facility unclean or damaged will result in loss of security deposit.***
- There is to be no use of metallic confetti, glue or glitter. Decorations **should not** be placed on the walls or attached to the lighting fixtures. The individual renting the space may be subject to fees if damage occurs.
- Groups and families are responsible for the conduct of their guests. Young children should never be left unattended at any time and they should not be allowed to wander in any other part of the building.

### **ALCOHOL/AMPLIFIED MUSIC**

- Alcoholic beverages require a \$75 permit fee. Alcohol is limited to beer and wine only, and may only be consumed by adults age 21 and over. **NO KEGS are allowed.** Charging for alcohol or charging an admission fee when alcohol is served is prohibited.
- Damiano Recreation Center and McDonald Building are located in a residential neighborhood; common sense should prevail with regard to the volume of music.

**SMOKING** - **NO SMOKING** is permitted within the Damiano Recreation Center/McDonald Building.

**PARKING** - Parking is limited to designated spots only. If the main lot is full, street parking is permitted. Designated parking for individuals with disabilities is provided. A 10 minute drop-off period is permitted to unload supplies. Please do not obstruct service roads as department or emergency vehicles may require access.

**OCCUPANCY** - Please be aware of the occupancy limit that is stated on the application form for each space. You are **not** permitted to exceed the limit under any circumstances.

## Fees & Charges

### Special "Children's Birthday Party"

Subject to availability

- ☞ Reservation: **Full payment** required at time of reservation
- ☞ **NO Alcohol permitted**

#### ◆ Upper Level Big Room ◆

Weekdays, between 2:30 – 6:00 p.m.  
Saturdays, between 12:30 – 6:00 p.m.  
Sundays, between 11:00 – 6:00 p.m.

Fee:

2-hour event: \$225 resident/\$350 non-resident

\*\* Fee includes a 30 minute set-up time \*\*

**Birthday Parties requiring additional time or  
requesting an alcohol permit are  
subject to the fees under "Event Parties"**

#### Meeting Room Space

##### ◆ Upper Level Big Room ◆

\$75/hour resident; \$70 non-profit

##### ◆ Lower Level Multipurpose Room ◆

\$110/hour resident; \$90 non-profit

##### ◆ Other meeting rooms ◆

\$75/hour resident/\$70 non-profit

### Event Parties

Subject to availability

- ☞ Reservation Deposit: **50% of fee**
- ☞ \$150 refundable security deposit
- ☞ Alcohol Permit Fee: \$75
- ☞ Night surcharge for events after 6:00 p.m.: \$40/hour

#### ◆ Lower Level Multipurpose Room ◆

Friday Nights - as available until 10:00 p.m.  
Saturdays, between 12:00 p.m. - 10:00 p.m.  
Sundays, between 11:00 a.m. - 8:00 p.m.

**Fees:**

2-hour event: \$375 resident/\$500 non-resident

3-hour event: \$475 resident/\$600 non-resident

4-hour event: \$575 resident/\$700 non-resident

5-hour event: \$675 resident/\$800 non-resident

Additional hour(s): \$100/hour

\*\* Fee includes 1-hour set up time prior to the event;  
additional set-up time: \$40/hour

#### ◆ Upper Level Big Room ◆

Friday Nights - as available until 10:00 p.m.  
Saturdays, between 12:30 - 10:00 p.m.  
Sundays, between 11:00 - 8:00 p.m.

**Fees:**

2-hour event: \$275 resident; \$400 non-resident

3-hour event: \$375 resident; \$500 non-resident

4-hour event: \$475 resident; \$600 non-resident

Additional hour(s): \$75/hour

\*\* Fee includes 1-hour set up time prior to the event;  
additional set-up time: \$40/hour

#### Facility Size & Amenities: Upper Level

Upper Level Big Room: 30' X 42', 1,260 sq. ft.  
Maximum seating 82; Auditorium style 100  
4' or 6' tables and chairs available at no cost

Upper Level Girl Scout Room: 40 seated; 627 sq. ft.

#### Other Facility:

McDonald Building: 30 seated; 725 sq. ft.  
6' tables and chairs available at no cost

#### Facility Size & Amenities: Lower Level

Lower Level Multipurpose Room: 1986 sq. ft.  
Maximum seating 100  
Round tables (72") and chairs available at no cost  
6' serving tables available

Lower Level Lounge: 30 seated; 556 sq. ft.  
6' tables and chairs available at no cost

- **NO FOOD TRUCKS ALLOWED without 8-weeks' notice and subject to City Council approval; insurance and vending permit also required.**

# Upper Level Big Room

30' x 42'; 1,260 square feet  
Holds 82 patrons seated  
6' tables and chairs provided

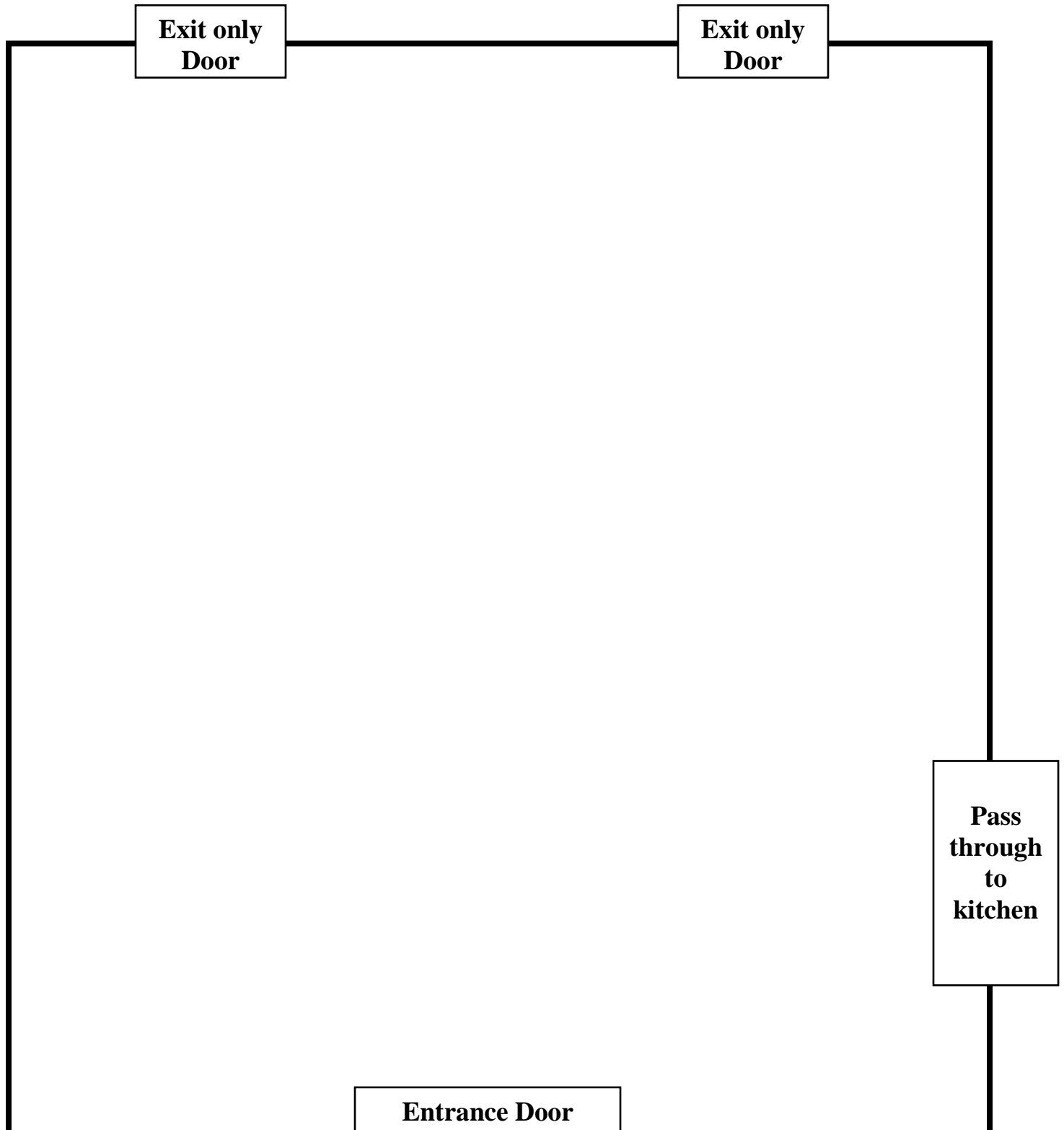
Name: \_\_\_\_\_

Event Date: \_\_\_\_\_

Event time: \_\_\_\_\_

Special Request: \_\_\_\_\_

Alcohol Permit: \_\_\_\_\_



# Lower Level Multi-purpose Room

1,986 square feet

Holds 100 patrons seated

72" round tables and chairs provided

Name: \_\_\_\_\_

Event date: \_\_\_\_\_

Event time: \_\_\_\_\_

Special Request: \_\_\_\_\_

Alcohol Permit: \_\_\_\_\_

