

FACILITY-USE APPLICATION

Bedford Hills Community House ~ 74 Main Street, Bedford Hills, NY 10507

This application must be submitted to the Town of Bedford Recreation & Parks Department office at least two weeks (14 days) prior to date (or first date) of planned usage. Please read the facility-use guidelines, including insurance requirements. **Please note: alcohol on any Town of Bedford owned property is only allowed if a permit is obtained from the Town Clerk's office prior to the date of the event.** The Alcohol Beverage Permit application is available at the Recreation and Town Clerk's office or online at BedfordNY.gov/Forms and Applications page.

APPLICANT INFORMATION

Name of Resident/Organization:		
Full Address:		
Home Phone:	Cell Phone:	Email:
Person in charge of event:	Cell Phone:	Email:

ROOM(S) REQUEST:

<input type="checkbox"/> Main Auditorium	<input type="checkbox"/> Stage	<input type="checkbox"/> Lounge Meeting Room	<input type="checkbox"/> Board Meeting Room
<input type="checkbox"/> Sunroom	<input type="checkbox"/> Legion Room (basement)	<input type="checkbox"/> Kitchen	
<input type="checkbox"/> Other – Please describe			

EVENT INFORMATION

Week Day and Date of Event	Date of Event (indicate ALL program dates)	Type of Function:
Time of event Start: _____ am/pm End: _____ am/pm Include time for: set up and break down	Anticipated total in attendance:	<input type="checkbox"/> All adults (over age 21) <input type="checkbox"/> Adults and children
Equipment needed to be made available for your use (tables, chairs, etc.):		
<input type="checkbox"/> Alcohol – must obtain permit from Town Clerk, ask for permit application		

Will there be an admission fee for event? _____ If so, what will the fee(s) be? \$ _____

For what purpose will the proceeds be used? _____

The above named person, on behalf of the resident/organization, agrees to all facility-use guidelines as described:

SIGNATURE OF APPLICANT

DATE

<i>Recreation Use Only</i>				
TOTAL FEE \$ _____	Deposit \$ _____	Balance \$ _____	HH RECEIVED _____	INS RECEIVED _____
ROOM(S) APPROVED: Main Auditorium Stage Lounge Board Rm Sunroom Legion Rm Kitchen Other: _____				
EQUIPMENT NEEDED _____ <input type="checkbox"/> Alcohol				
MISC. INFO _____				
Approved by the SUPERINTENDENT OF REC. AND PARKS: _____				DATE: _____
Copy to:	Town Clerk	Building	Police	File



321 Bedford Road, Bedford Hills, NY 10507

INDEMNIFICATION AND HOLD HARMLESS AGREEMENT

We agree to hold harmless, indemnify and defend the Town from and against any and all claims, damages, liabilities, obligations, judgments, charges, costs, expenses and fees, including but not limited to personal injury and property damage or theft, arising from our field/facility use in the Town on Town of Bedford property.

Applicant/Organization Name: _____

Event Location: **BEDFORD HILLS COMMUNITY HOUSE**

Date(s) of Event: _____

Name: _____ Signature: _____

Date Signed: _____

Nature of Use: Facility/Field/Park use in/on Town of Bedford Property

Please sign, date and return to:

**Town Clerk's Office
321 Bedford Road
Bedford Hills, NY 10507**

914.666.4534

Fax 914.666.5249

TownClerk@BedfordNY.gov

FACILITY-USE GUIDELINES

Bedford Hills Community House ~ 74 Main Street, Bedford Hills, NY 10507

These guidelines will assist you with your use of the Bedford Hills Community House. Your cooperation in adhering to all guidelines is appreciated so that other community members may enjoy its use. Please read these guidelines carefully prior to submitting your usage request. - *Thank you.*

1. **When/if** approved, a copy of the application will be mailed to the address indicated on the application.
2. Keys to the BHCH are issued at the Recreation Office, 425 Cherry Street, Bedford Hills. Key(s) should be picked up two days in advance of the scheduled date of use and must be returned back to the office the next business day. If renting the main auditorium, a building supervisor, key holder, is assigned to the event and, therefore, getting a key is not required.
3. Your BHCH reservation request should include a set-up and break-down time. Arrive promptly to begin set-up and please leave on-time following the break-down at the conclusion of your event/program.
4. Please always leave the facility in the same or better condition than you found it. Please be extremely cautious when decorating any area of the BHCH, do not damage walls, equipment, etc. and all decorations must be made of approved, fire-resistant materials and must be removed before you leave.
5. This is a NO SMOKING facility and smoking is restricted to the patio area only. Candles are NOT permitted.
6. Parking around the Community House is extremely limited – Please do not park illegally on the streets or park on any surrounding grass areas.
7. The BHCH is in a residential area, all functions must be over and the facilities broken-down and cleaned no later than 12:00 midnight.
8. Businesses, organizations and non-profit groups will be required to provide a certificate of insurance naming the Town of Bedford as an additional insured. Insurance requirements are included with this application packet.
9. All approvals for use of the BHCH, once granted, are subject to cancellation in the event of a conflict with the Town of Bedford Recreation and Parks Department's activities as deemed by the Superintendent of Recreation and Parks or if facilities are misused, damaged or guidelines are not being observed.
10. **Cancellation:** The Town of Bedford Recreation & Parks Department must be notified of a reservation cancellation by 3pm on the last working day prior to the reservation date or the applicant may be subject to partial or full loss of fee. If inclement weather causes an applicant to cancel on the scheduled date of their reservation, then an alternative date may be provided subject to availability.
11. All functions attended by minors must be appropriately chaperoned by a ratio of 1:12 (one adult to twelve minors).
12. The use of alcoholic beverages at the BHCH is prohibited unless a permit is granted by the Town Clerk prior to the date of the event. The Alcohol Beverage Permit application is available at the Recreation and Town Clerk's office or online at BedfordNY.gov/Forms and Applications page.
13. It shall be the liability of the applicant for damage to any area or equipment in the BHCH and they will be responsible for the costs of repair or replacement.
14. General cleaning supplies and equipment is stored in the kitchen and is available for your use. Trash, must be bagged, removed from the building, and placed it in the trash containers in the fenced area outside the rear kitchen door.
15. Please use ONLY those rooms or areas of the building which have been approved for your use.
16. In the event of an **emergency**, call the Town of Bedford Police Department at **914.241.3111**.

Town of Bedford Recreation & Parks Department ~ 425 Cherry Street, Bedford Hills, NY 10507
Tel. # 914-666-7004 Fax # 914-666-3863 recreation@bedfordny.gov

FACILITY-USE

HEATING and AIR CONDITIONING INSTRUCTIONS

Bedford Hills Community House ~ 74 Main Street, Bedford Hills, NY 10507

HEATING

Main Auditorium, Lounge and Board Room

- The facility is set at a steady 70°.
- The thermostat is located on the main floor in the center hallway to the right of the kitchen.
- For Heat: Set the thermostat to a minimum of 80° and set the time located under the thermostat for 60 minutes by going one full turn to the right.
- For Additional Heat: Reset the time for 60 minutes, making sure the thermostat is set at 80°.
- Too warm: turn the timer to 0 minutes and furnace will shut off.
- At the end of your event, return the thermostat to 70° and turn the timer to OFF.

Sunroom

- Has its own thermostat in the room. When cold, turn the thermostat up to 80° and set to 75° when your event ends.
- A wall mounted heater can also be utilized on cold days. Please ensure the heater is turned OFF at the end of the rooms use.

Legion Room (Basement)

- The thermostat is set at a steady 72° and is locked and cannot be adjusted.

AIR CONDITIONING

Main Auditorium – Seasonal Operation

- The room is set for a steady temperature of 72°
- There are four independent wall air conditioning units with their own thermostat located along the interior wall.
- Typically, two units are on to keep the room cool/comfortable – as indicated by the green lights on the thermostats
- For additional cooling: using the thermostats with the green light lit, adjust the temperature **down** using the arrow pads
- To warm the room using the thermostats with the green light lit – adjust the temperature **up** using the arrow pads **or** turn the units off.
- At the end of your event, ensure the two units are on and the temperature is set at 72°

Note: For large events with 100+ people all 4 units may be required to keep the room comfortable

Board Room, Sun Room and Lounge Room – Seasonal Operation

- Each room has its own air conditioner
- The room temperature is set between 70° and 72°
- Typically the units are left on and operate using an automatic timed on/off
- For additional cooling – adjust the temperature **down** using the blue arrow pad on the unit
- To warm the room – adjust the temperature **up** using the red arrow pad on the unit **or** turn the AC off
- At the end of your event ensure the AC unit is on and the temperature is set at 72°

Legion Room (Basement)

- This room does not have air conditioning and is typically cool and comfortable

NOTE: If the heat/air conditioning is not working, please contact the Town of Bedford Police at 914.241.3411 and ask to have the Bedford Building Department notified as soon as possible.

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INSURANCE REQUIRED FOR TOWN OF BEDFORD OWNED PROPERTY

Insurance

- 1) Commercial General Liability (CGL) coverage with limits of Insurance of not less than \$1,000,000 each occurrence and \$2,000,000 annual aggregate.
 - a) If the CGL coverage contains a General Aggregate Limit, such General Aggregate shall apply separately to each location, if applicable.
 - b) CGL coverage shall be written on ISO Occurrence form CG 00 01 1093 or a substitute form providing equivalent coverage and shall cover liability arising from premises, operations, independent contractors, product-completed operations, and personal and advertising injury, blanket contractual including injury to subcontractors employees.
 - c) Waiver of Subrogation to apply in favor of the Town of Bedford.

IF APPLICABLE:

- 2) Workers Compensation and Employers' Liability and N.Y.S. Disability – Statutory Workers' Compensation, Employers' Liability and N.Y.S. Disability Benefits Insurance for all employees and Workers Compensation must include a waiver of subrogation in favor of the Town of Bedford.
- 3) Commercial Umbrella: \$1,000,000 each occurrence and \$1,000,000 annual aggregate.

Note: ACORD form is not acceptable proof of workers compensation coverage; must provide C-105.2 and Disability to be provided on DB-120.1

Note:

a) Town of Bedford and their agents, officers, directors, employees and volunteers must be listed as additional insured using endorsement CG 2026 or equivalent with the exception of the Workers Compensation and N.Y.S. Disability policies. The coverage must be underwritten by an Insurance Company with at least 'A 7' Best rating as defined by A.M. Best. Coverage for the additional insured shall apply as Primary and Non-Contributing Insurance before any other insurance or self-insurance, include any deductible, maintained by, or provided to, the additional insured's.