

TARRYTOWN RECREATION DEPARTMENT
238 West Main Street
Tarrytown, NY 10591
recreation@tarrytowngov.com
914-631-8347

2024 - THE VILLAGE OF TARRYTOWN SENIOR CENTER RESERVATION REQUEST FORM

Name of Organization: _____

Name of Authorized Representative: _____

Mailing Address: _____

Telephone: _____ E-mail: _____

Type of Organization: Youth _____ Adult _____ School _____ Corporate _____ Other _____

REGISTRATION FEE: Tarrytown Resident - \$400.00 (4 hours) | Additional Time - \$50.00 (per hour)
Non-Resident - \$700.00 (4 hours) | Additional Time - \$100.00 (per hour)

The rental fee is due no later than **7 days prior** to your event. **AN ADDITIONAL \$300.00 REFUNDABLE DEPOSIT** is due **at the time of registration** to hold the date. If the event is *cancelled by the rentee*, a **\$100.00** service charge will be deducted from the deposit. Rentee is expected to read and comply with all rules set forth in the attached "Terms of Use" document. In the event the rentee violates any of these rules, the entire **\$300.00** deposit will be forfeited. Please allow up to 15 business days after event for deposit to be refunded. The Recreation Department reserves the right to deny and/or cancel any rental request for any reason, including inclement weather.

NOTE: THE KITCHEN IS NOT PART OF THE RENTAL. WE DO PERMIT YOU TO USE THE FRIDGE AND SINK, BUT FOOD PREPARATION OR REHEATING IS NOT PART OF THE RENTAL.

PURPOSE OF EVENT: _____

APPROXIMATE NUMBER OF PEOPLE ATTENDING: _____

DATE OF USE: _____ TIME: From _____ to _____

PLEASE NOTE: ALL RESERVATIONS must conclude and be cleaned up by 11:00 PM

WAIVER OF LIABILITY

I HEREBY AGREE TO HOLD HARMLESS THE VILLAGE OF TARRYTOWN, THE BOARD OF TRUSTEES THEREOF, THE AGENTS, EMPLOYEES AND VOLUNTEERS FROM ANY CLAIM WHATSOEVER, FOR PROPERTY DAMAGE OR PERSONAL INJURY THAT I OR ANYONE ELSE MAY SUSTAIN AS A RESULT OF PARTICIPATION AT A RECREATION EVENT IN THE VILLAGE OF TARRYTOWN. I HAVE READ AND AGREE TO THE GUIDELINES FOR USE.

DATE: _____ SIGNATURE: _____

PLEASE RETURN TO THE TARRYTOWN RECREATION DEPARTMENT AS SOON AS POSSIBLE

Your request for the above is: APPROVED _____ DENIED _____

Dan Walczewski - Recreation Superintendent: _____ Date: _____

OFFICE USE ONLY: Deposit Paid _____ Date _____
Balance Due _____ Date Paid _____

Village of Tarrytown Parks & Recreation Department

TERMS OF USE

Village of Tarrytown Senior Center

- All rentals are given a 4 hour block of building use. **This timeframe includes any set-up and cleanup of the building** for your rental.
- Access to the building **opens @ stated time on Request Form**. Arrival prior to the stated start time of the rental to set-up the area is **NOT permitted**.
- Any additional time for rental must be requested and paid for in advance of rental. It can **NOT** be paid for the day of.
- Rentals **must end and be cleared out following the permitted 4 hours**. The building needs to be completely cleaned by that time.
- The **kitchen is NOT** part of the rental for the purpose of food preparation or reheating (i.e. use of the stove and microwave). We do permit you to use the refrigerator and sink.
- Use of the pool table is **NOT** permitted with the rental
- The site must be left in the condition it was found in prior to use.
- Garbage must be placed in plastic bags and tied securely. Park Staff will periodically collect any bags that are full or are reaching capacity.
- Alcohol is permitted in only the designated area and all alcoholic beverages must be consumed from cups and not directly from bottles or cans.
- All Village parks are smoke and vape free areas. Please remind guests
- The bathrooms of the Senior Center are available to all those attending
- Catered food and food trucks are allowed. Trucks must be in the designated area and **NOT** parked on grass. Permit & fee is **required** from the Village Clerk for caterers or food trucks if additional food will be sold to public/general park goers.
- We do ask that all music is kept a reasonable level to respect other park goers and nearby homes.
- Any decoration must be hung with tape and removed at the end of the rental.
- Vehicles can off load supplies in the alleyway (between the Recreation & Senior Center), but must be moved and parked in a normal parking spot during the event.
- Only Village of Tarrytown residents are allowed to park in **LOT E** with a valid Recreation Parking sticker on their vehicle. All non-Village of Tarrytown residents/non-sticker holders **MUST** park within a numbered parking space and pay the hourly meter.
- All gender reveal devices (i.e. glitter, confetti, smoke, etc.) are **NOT** permitted

I have read the above information and shall fully comply with all rules and regulations of the Village of Tarrytown Senior Center.

Signature: _____

Date: _____