

# **Village of Briarcliff Manor Facility USE GUIDELINES**

**Rental Request should be made no earlier than 6 months, and no later than 3 weeks before date of use**

1. Use of any of Briarcliff Manor's Facilities are limited to the dates, times & purposes requested and approved on this application.

2. Individuals and groups using any of our facilities are responsible for their own set-up and clean-up. A facility use Building Supervisor, or two (2) supervisors for large events, shall be assigned by the Village and will be on duty during your use to assist you and to ensure that your use is consistent with your approved application and Village policies.

At the conclusion of your use, the supervisor is required to perform a walk-through of the facility with you to be sure it is left clean and in order. Please be sure to obey any and all directions given by our supervisor. Failure to leave the building in a clean and neat condition may result in additional cleaning charges being assessed to you, the user of the facility.

3. By accepting use of the facility, you also accept responsibility for any and all damages to the premises sustained during your use.

4. The person who signs this application is responsible to maintain proper conduct of all those attending the function, both in the facility and on the surrounding grounds. Smoking/Vaping is prohibited inside or around any of our facilities.

5. As per the applicable fire code, and the floorplan & layout of the facility, maximum occupancy is as follows:

**VESCO LOWER LEVEL:** 75 persons for assembly (chairs only) 48-60 persons when food is served (tables & chairs) \*

**VESCO UPPER LEVEL:** 100 persons for assembly (chairs only) 48-60 persons when food is served (tables & chairs) \*

\* Dining capacity varies based upon desired set-up of tables & chairs. Please arrange a site visit as needed!

**LAW PARK PAVILION:** As per the applicable fire code, the maximum occupancy is as follows: 457 persons for assembly only (chairs only) or 213 persons when food is served (tables & chairs)

**VBM YOUTH CENTER:** As per the applicable fire code, the maximum occupancy is as follows: 125 persons

6. Please inform your guests of the location of the fire exits as noted by the signs posted near the facilities various doorways.

7. Please direct your guests/attendees to park only in designated paved parking spaces within the parking lot.

**NO PARKING** is permitted on grass areas, on grass or sports courts or in traffic circles to the facility if applicable. Please obey all traffic and parking signage in the area.

8. Cooking is not permitted on the premises. The kitchen at both Vescio Community Center and VBM Youth Center is equipped with a stove and a microwave oven which may be used to warm food.

9. **NO** decorations may be taped, pinned, stapled, or affixed to the facility's walls. All decorations and personal belongings must be removed from the facility at the conclusion of your use. Any damages will be assessed to the applicant.

10. If you are planning to serve alcoholic beverages at your function, a separate alcohol permit application must be completed and an additional fee is required. Under no circumstances may alcoholic beverages be sold. All applicable state and local laws must be enforced.

11. Amplified music is permitted; however, volume levels must be monitored so as not to be a public nuisance and must comply with The Village's Noise Ordinance. Directives from the Superintendent, facility supervisor, or any other public official, must be followed in regard to noise levels.

**ALCOHOL PERMIT FEE:**

	Group Category	Alcohol Fee
1	Village Organizations, School & Community/religious Groups <b>(NFP) MEETINGS*</b>	Not Available
2	Village Organizations, School Groups & Community/ religious Groups <b>(NFP) HOSTING EVENTS*</b>	Varied depending on size; similar to groups 3-5
3	<b>Private Parties</b> Under 75 people	\$150 per event
4	<b>Private Parties</b> Over 76 - 150 people	\$200 per event
5	<b>Private Parties</b> Over 151 to 220 people	\$300 per event

**SECURITY DEPOSITS:** (separate check/payment to be returned to you after event if facility is left in the way it was found)

	Group Category	Security Deposit
1	Village Organizations, School & Community/religious Groups <b>(NFP) MEETINGS*</b>	Waived
2	Village Organizations, School Groups & Community/ religious Groups <b>(NFP) HOSTING EVENTS*</b>	\$100
3	<b>Private Parties</b> Under 75 people	\$100
4	<b>Private Parties</b> Over 76 - 150 people	\$150
5	<b>Private Parties</b> Over 151 to 220 people	\$250

**RENTAL FEE SCHEDULE:**

	Group Category	Rental Fees
1	Village Organizations, School & Community/religious Groups <b>(NFP) MEETINGS</b>	Waived depending on event
2	Village Organizations, School Groups & Community/ religious Groups <b>(NFP) HOSTING EVENTS</b>	Starting at \$75 per hr.
3	<b>Private Parties</b> Under 75 people \$75 an hour	\$300 first 4 hrs. \$50 per hr. each additional hour
4	<b>Private Parties</b> Over 76 - 150 people \$100 an hour	\$350 first 4 hrs. \$50 per hr. each additional hour
5	<b>Private Parties</b> Over 151 to 220 people \$125 an hour	\$450 first 4 hrs. \$50 per hr. each additional hour

\* The above fees are payable by cash, credit card, or check to the Village of Briarcliff Manor at the time of application.

#### SUPERVISOR FEE SCHEDULE:

	Group Category	Supervisor Fees
1	Village Organizations, School & Community/religious Groups <b>(NFP) MEETINGS</b>	Dependent on date, location and Size
2	Village Organizations, School Groups & Community/religious Groups <b>(NFP) HOSTING EVENTS</b>	Varied depending on size of event and vendors brought in; similar to groups 3-5
3	<b>Private Parties</b> Under 75 people	\$240 for up to 3 hours, \$80 per hour each additional hour (1 supervisor)
4	<b>Private Parties</b> Over 76 - 150 people	\$480 for up to 3 hours, \$160 per hour each additional hour (2 supervisors)
5	<b>Private Parties</b> Over 151 to 220 people	\$720 for up to 3 hours, \$240 per hour each additional hour (3 supervisors)

\* The above fees are payable by cash, credit card, or check to the Village of Briarcliff Manor at the time of application.

\*\* NOTE: Users **MUST** include appropriate set-up **AND** clean-up times with all requests. If your use extends beyond your requested & approved use times, you **ARE** responsible for the additional hourly rental & supervisor fees.

12. Should your group have to cancel for any reason, please notify the Recreation Department as soon as possible. Failure to do so will result in loss of future use privileges and a bill for our Supervisor's time. Deposits will be forfeited for cancellations less than two weeks prior to the event.

13. The Recreation Department's Building Supervisor has the authority to terminate a facility use permit immediately. Failure to abide by our rules or the directions of the Building Supervisor is grounds for immediate termination of your approved application.

#### INSURANCE REQUIREMENTS FOR FACILITY USERS:

	Group Category	Insurance Requirements
1	Village Organizations, School & Community/religious Groups <b>(NFP) MEETINGS</b>	Yes
2	Village Organizations, School Groups & Community/religious Groups <b>(NFP) HOSTING EVENTS</b> <b>\$75 an hour</b>	Yes
3	<b>Private Parties</b> Under 75 people <b>\$75 an hour</b>	Possibly depending on events planned
4	<b>Private Parties</b> Over 76 - 150 people <b>\$100 an hour</b>	Yes
5	<b>Private Parties</b> Over 151 to 220 people <b>\$125 an hour</b>	Yes

**Individuals: Required Insurance: Homeowners Insurance**

Section Two - Liability: \$100,000 limit of liability. Policy shall not exclude the off-premises activities of the insured.

Commercial Users: The user hereby agrees to effectuate the naming of the Village of Briarcliff Manor as an unrestricted additional insured on the user's policy. User MUST provide an original ISO endorsement CG 2026 or its equivalent.

The policy naming the municipality as an additional insured shall:

- \* be an insurance policy from an A.M. Best rated "secured" NYS licensed insurer;
- \* contain a 30-day notice of cancellation, and indemnify the Village for any applicable deductibles;
- \* state that the renter's coverage shall be primary coverage for the Municipality, its Board, employees & volunteers.

**Commercial General Liability Insurance: Minimum \$1,000,000 per occurrence/ \$2,000,000 aggregate.**

User acknowledges that failure to obtain such insurance on behalf of the Village constitutes a material breach of contract and subjects them to liability for damages, indemnification and all other legal remedies available to the Village.

The failure of the Village to object to the contents of the certificate of insurance, or the absence of it, shall not be deemed a waiver of any and all rights held by the municipality.