

**TOWN OF PARMA V.F.W. POST 6105
550 PECK ROAD, HILTON, NY 14468
LODGE UTILIZATION AGREEMENT**

Contact Information (Please Print)

VFW Member: Active _____ Inactive _____

Renter Name _____ Alternate Name & Number _____

Address _____ City _____ State _____ Zip _____

Day Phone _____ Eve Phone _____ Email Address _____

Rental Information

Date _____ Start Time _____ a.m. / p.m.

End Time _____ a.m. / p.m.

Type of Activity/Event _____

Anticipated Attendance _____ (Group size limited to 99) Will alcohol be served? Yes _____ No _____ (If yes, fill out alcohol permit)

Will food be prepared by someone other than the renter? Yes or No

If Yes: Caterer Name _____ and a copy of their Monroe County Health Dept. Permit must be provided 30 days prior to the event.

Special Circumstances _____

Rental fees will be levied according to the fee schedule. All fees will be due at the time of submitting the application. Cancellations must be made thirty (30) days prior to the scheduled event to receive a refund. There will be a \$30.00 processing fee deducted from your refund. A \$20.00 fee will be charged for all returned checks.

The \$100.00 security deposit paid with your reservation will be returned at the next bill paying session of the Parma Town Board (usually around the 15th of the following month), providing that renters leave the facility as they received it. All persons will be responsible for cleaning and restoration of the building, all equipment, and grounds after the event. **A charge will be assessed from the deposit to bring the building and grounds back to the same condition as received.** As such, all damages must be reported to the Town Clerk's Office by 12 noon of the next business day.

Any organization which leases or uses parts of any building or grounds, except solely for meetings, picnics or celebrations, shall have in effect and supply proof of general liability insurance coverage.

This shelter shall NOT be used for personal profit.

If air conditioning is used, all doors/windows MUST be closed.

Alcoholic beverages are permitted as specified in the Alcohol Permit, in the shelter and the immediate area of this rental facility, provided all those who consume alcoholic beverages comply with legal New York State drinking age and that the proper alcohol permit has been completed and filed with the Town of Parma (no additional fee). The Town of Parma is not responsible for any liability arising out of an alcohol related incident.

If equipment, apparatus, decorations, animals, or other unusual items are brought onto this Town property, it must be so stated on this application, and all regulations set forth by the Town must be followed. (note under Special Circumstances) The Town of Parma is not responsible for any liability for damage to any material, supplies and/or equipment.

Town attendant is responsible for opening and closing (locking and securing) the facility for your event. The attendant can be reached by calling Attendant at 230-3284 (this number is subject to change, if you cannot reach contact 392-9461) and leave message for opening and closing requests. If you would like to view the facility please call 739-3285. The person that reserved the VFW must be there at check in and remain for the event. Do not leave the building unattended during your event. The attendant and renter will go over an inspection check list before and after the event. Please be on time. If the attendant has to wait more than 30 minutes, \$25 will be deducted from the security deposit. The VFW must be cleaned up with people ready to leave at the agreed upon closing time. If you plan to leave earlier, call the attendant a minimum of 30 minutes ahead of time. In the event that the attendant is not there at the opening or closing time call the number above.

The party whose name appears on this application hereby assumes liability for all damages done to shelter, its contents, grounds, equipment, and supplies while occupying same and agree to indemnify the Town of Parma for all said damages. A signed indemnification agreement is required and must be received with the rental agreement. Same party agrees to observe all rules, regulations and policies outlined in this agreement. I have read all Rules and Regulations before signing this permit and agree to abide by them.

Signature of Responsible Party: _____ Date _____

FOR OFFICE USE _____
 Permit# _____ Fee \$ _____ Security Deposit \$ _____ Total \$ _____ Paid by: Credit Card (Rental only) _____
 _____ Cash _____ Check# _____

Date _____ Approved by _____ Entered: BAS _____ Deposit V. _____ Copies (1) _____ Rec1 _____ Ins. Indem. _____ Gen. Liab. _____

Town of Parma
1300 Hilton Parma Corners Road
Hilton, NY 14468

Indemnity & Hold Harmless Agreement

To the fullest extent permitted by law, the Renter shall indemnify and hold harmless, and defend the Town of Parma, the Owner and their agents and employees from and against all claims, or actions based upon property damage, personal injury resulting from any acts, omissions or any other matter whatsoever of the above mentioned renter, its members, guests and invitees, and anyone directly or indirectly employed by renter while on the premises of the Parma Town Park, Parma Town Hall and/or the Town of Parma Hilton-Parma Memorial Post #6105 VFW in the Town of Parma.

This agreement shall include indemnity to the Town of Parma for all costs, counsel fees, expenses or any other liability whatsoever, which may be incurred by the Town of Parma as a result of the above mentioned renter's use of the Town of Parma facilities. The Town of Parma is hereby named as an additional insured on a primary and non-contributory basis.

Renter:

Print Name

Address:

City State Zip

Signature

Date

V.F.W. Post 6105 Lodge
Alcohol Permit
for Beer and Wine

Application Date

Individual/Organization/Group requesting permit

Organization or Group Representative's Name

Day Phone

Evening Phone

Rental Date

New York State Law states that alcohol cannot be dispensed to minors under the age of 21 years. Violators will be prosecuted.

The only alcoholic beverages allowed under this permit are beer, wine, and wine coolers.

BY SIGNING THIS PERMIT, I agree to the stated regulations of the lodge rental agreement pertaining to alcohol and assume responsibility for any damages or legal ramifications. The Town of Parma shall not be held liable for any alcohol related incidents resulting from applicant's use of said premises.

Signature (Must be 21 Years of Age)

Date

V.F.W. POST 6105
LODGE ACCOMMODATIONS:

Lodge reservations are handled in person at the Parma Town Clerk's Office, Parma Town Hall, Monday, Tuesday, Wednesday & Friday 8:00 a.m. to 4:00 p.m. and Thursday 8:00 a.m. to 5:00 p.m.

FOR LODGE DATE AVAILABILITY
CALL THE TOWN CLERK'S
OFFICE AT 392-9461

TO SET UP AN APPOINTMENT TO
VIEW THIS FACILITY - CALL
739-3285 AND LEAVE A MESSAGE

Utilization Hours: 8:00 a.m. to 11:00 p.m.

Full Service Kitchen
Flush Facilities
Accommodates Parties Up to 99 people
Tables & Chairs included
Air Conditioned

V.F.W. POST 6105
LODGE RATES:

FEE: **\$275.00**

Non-profit/Charitable requests must have prior approval - Contact Town Clerk

AND
SECURITY DEPOSIT:

\$100.00 as specified in your
LODGE UTILIZATION AGREEMENT

Rates subject to change by the Parma Town Board

**FEE AND SECURITY DEPOSIT MUST BE PAID
AT TIME OF SECURING RESERVATION
CHECKS MADE PAYABLE TO:**

TOWN OF PARMA

PLEASE LEAVE THIS FACILITY
AS YOU RECEIVED IT

LODGE CLEANING CHECKLIST
INSIDE:

- Tables cleaned and washed, placed back in proper configuration
- Chairs cleaned and property set up
- Floors / walls clean and undamaged
- Restroom floors cleaned and free of debris mirrors cleaned, commodes flushed
- Within kitchen all dishes, silverware and cooking utensils cleaned and stored
- Counters, stove, oven sink, left clean
- Floor swept clean, spills mopped up
- All trash bagged, tied up & placed in dumpster
- Towels folded or hung on sink to dry
(NOTE: These are not cleaning towels)

OUTSIDE:

- Walls, gutters, shutters, roof, free of marks and undamaged
- Exterior lights undamaged
- Building, Lawn and Parking area free of debris
- Exterior lights undamaged
- Building, Lawn and Parking area free of debris

CLEANING SUPPLIES ARE AVAILABLE AT LODGE

Map

E
N + S
W

V.F.W. LODGE

550 Peck Road

Peck Rd

Parma Town Hall
Park & Athletic Complex
1300 Hilton Parma Corners Road

Route 259