

HAMBURG COMMUNITY CENTER RULES AND REGULATIONS

RESERVING THE COMMUNITY CENTER:

- Dates for renting of the Community Center must be made through the Village of Hamburg Recreation Department at 200 Prospect Avenue (649-6170).
- Full payment **must be** made in order to secure your reservation.
- \$50 is required for a security deposit. This will be returned after the rental, if conditions are followed.
- A copy of the renter's Homeowner's Insurance, is required.
- **Cancellations must be made at least one week, before scheduled time, in order to receive a partial refund.** (\$20.00 will be deducted from refunds before the week of the rental; no refund will be given after the week window.)
- The use of the building is for a four hour time frame, which includes set-up and clean-up. Parties can be scheduled in the time frame listed below.

<u>Mahogany Room – (capacity - 98)</u>	<u>Club Room – (Meetings Only)</u>
4 hour minimum 11am – 10pm \$125.00 Village Resident \$150.00 Non-Resident \$15.00 for each <i>additional hour</i>	4 hour minimum 11am – 10pm \$30.00 Village/Non-Resident \$10.00 for each <i>additional hour</i>

CARE OF THE COMMUNITY CENTER:

1. Users of the Community Center must leave rooms clean and in good order.
2. All special equipment must be removed from the premises at the end of each session.
3. Property belonging to the Community Center, such as dishes, kitchen utensils, furniture, if broken, will be reimbursed by renter. **All users will be held strictly accountable for any property damage.**
4. All dishes & utensils must be washed and put away and all tables and counter tops are to be wiped down, at the end of each session.
5. Garbage must be placed in containers in kitchen.
6. All lights must be turned out at the close of each session.
7. All windows and outside doors are to be closed and locked at the end of the session.

- The Community Center will not be held responsible for any articles or equipment left in the building.
- No alcoholic beverages are to be permitted on the Community Center premises.
- Smoking in the building is prohibited.
- Piano and Organ are not to be used during any Community Center Rentals.
- The Village of Hamburg reserves the right to refuse if supervision is inadequate.
- Any flagrant violations of the above rules may result in the forfeit of the security deposit and/or the privilege of renting the Community Center for future events.



**Rental Fee paid is for the time frame noted on your agreement form.
THIS INCLUDES SET-UP AND CLEAN-UP.**