



BOYS & GIRLS CLUB OF THE BELLPORT AREA

471 Atlantic Avenue Bellport, NY 11713

(631) 286-9090

THEATRE/GYM/ROOM RENTAL AGREEMENT

Thank you for your interest in the Boys & Girls Club of the Bellport Area Facility. Rooms are available for Community groups and private rentals when school is out of session or when the facility is not scheduled with Club programs. Availability changes on a seasonal basis.

Capacity:

Community/Theatre = 200 Banquet seating 275 Assembly or 300 standing.

Meeting Rooms = 32 – 52 in room seated.

Reservation Fee (date-hold) = \$150.00 (due with signed Rental Contact to reserve any rooms)

Community/Theatre/Gym Rental Fees:

Public Use* \$100.00/hour

Non-Profit Organizations** \$60.00/hour

Non-Profit Organizations** \$100.00/hour (if admission, entry or ticket fee is charged for event)

Gym \$175.00/hour

Meeting Rooms: \$45.00/hour

Small Event Rooms* \$75.00/hour

Staff Fees: \$50.00 (staff must be in attendance of all events)

Additional Room Fees: \$25.00 Flat rate (for Jr. Learning or Jr. Game's room if requested)

Kitchen Use \$50.00/day (kitchen must be clean and clear of all trash after use)

NOTE: Rental time is based on five (5) hours, which is inclusive of set-up and breakdown and clean up time. Additional time, if needed or requested, is subject to additional fees. It is understood that your event may be shorter than 5 hours.

- ❖ A signed contract and date-hold deposit in the amount of \$150.00 (per each 5-hour rental period) must be received (30) days prior to reserve your date(s) and time(s) along with the security deposit check of \$250.00.
- ❖ The entire balance of your space rental fee and security deposit check (\$250.00) is due ten (10) days prior to your event.

*All Teen Events Police Security required (5th Precinct Department) will be present during entire event.

**Non-Profit Organization groups must show IRS designation letter.

**Certificate of Liability Insurance naming the Boys & Girls Club of the Bellport Area as additional insured.

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Reservation Policies:

- Reservations are accepted and confirmed by written application ONLY.
- **Please note that rental dates are not confirmed until a written Rental Contract has been completed, signed, submitted and approved by the Director of Operations.**
- **Rental Hours reserved must be consecutive, and must include time needed for preparation time, participant arrival, equipment set-up/take-down, and clean up.**
- Thirty (30) days minimum required for reservations. A \$150.00 Reservation Fee is required at time of booking reservation. This fee will be credited against actual rental fees. The Reservation Fee is **non-refundable** in the case of cancellation. The person signing the Rental Contract will be considered the responsible party in case of damage, theft or vandalism during rental period.

Cancellation / Refunds / Reservation Changes Policy:

- Cancellations and date changes to reservations must be in writing.
- Minor changes in the contract may be made until two weeks prior to the event and may require an adjustment in fees.
- Refunds of security deposit will be returned once the rental area and facility has been inspected and no damages to the Rental Area or any other area use by rental party has incurred.
- You must give at least 2 weeks (10 business days) cancellation notice in order to receive the full security deposit. Failure to comply with any of the requests above will result in the forfeiture of security deposit.

General Rules:

- For every event Boys & Girls Club of the Bellport Area employee(s) or representative(s) must be present in the building during the use of the facility.
- **Drinking, illegal drugs, smoking, and/or gambling are not permitted on the property. If any of these actions listed are detected on the premises during and event, security deposit will be forfeited.**
- The Boys & Girls Club of the Bellport Area is not responsible for accidents, injury, or loss of property.
- **Damages to the facility must be reported within 24 hours. Groups will be held financially responsible for all damages incurred during their use of the facility.**
- Club policy does not permit cooking at our site, with the exception of pre-approved vendors or parties and at the sole discretion of Boys & Girls Club of the Bellport Area. The renter and /or vendor are responsible for cleaning the kitchen areas. If the kitchen is not cleaned to Boys & Girls Club of the Bellport Area satisfaction, security deposit will be forfeited.
- **Misuse of the facility or failure to comply with any of these regulations listed above will result in forfeiture of security deposit and will be sufficient reasons for denying any further applications.**

Insurance:

- An event insurance policy for general liability, with minimum limits of \$1,000,000 per occurrence for property damage and bodily injury, naming Boys & Girls Club of the Bellport Area, 471 Atlantic Avenue, Bellport, NY 11713 as additional insured must be purchased and supplied to Boys & Girls Club of the Bellport Area 1 month prior to the event. The Certificate of Insurance can be provided by your insurance carrier.



**BOYS & GIRLS CLUB
OF THE BELLPORT AREA**

BOYS & GIRLS CLUB OF THE BELLPORT AREA RENTAL APPLICATION

1. Date Submitted: ____ / ____ / ____
2. Have you rented from us before? _____
 - If Yes, Please indicate date and name of function: _____
 - If No, Where did you hear about us? _____
3. Name of group or organization: _____
 - Profit? If profit will you sell tickets? _____
 - Nonprofit? If nonprofit, provide the Tax Exempt Number: _____
4. Name of Contact person in charge: _____
Email address: _____ Phone: _____
Address: _____
City: _____ State: _____ Zip: _____
5. Name of additional contact person: _____ Phone: _____
6. What type of event will you be hosting? _____
Anticipated Attendance? _____ Day(s) of the week? _____
Date(s): _____ Time(s): _____
7. What type of room will you need?
 - Community Room / Theatre = 200 banquet / 275 assembly or 300 standing
 - Small Event Rooms = 50 – 70 small party
 - Meeting Rooms = 32 – 52 in room seated
 - Gym
8. To reserve the Boys & Girls Club of the Bellport Area facilities, you must complete this form and agree to the items and conditions stated in the **Boys & Girls Club of the Bellport Area Rental Agreement and Contract**. When the form is completed, signed, dated and received by the Operations department:
 - This will temporarily reserve the facilities at the date(s) and time(s) you have indicated, if available.
 - An Operations representative will contact you to initiate the contract process and coordinate all event services needed (set-up, breakdown, security and technical assistance)A contract will be issued to you to sign and return. **Your event will not be confirmed/booked until the following fees are submitted with the signed contract:**
 - A. Reservation Fee (non-refundable) \$150.00 (can be applied towards rental balance)
 - B. Security deposit: \$250.00 (submit check payable to Boys & Girls Club of the Bellport Area)

Signature: _____ Date: _____