

E-mail: townclerk@woodstockny.gov

Website: <http://www.woodstockny.gov>

Colony of the Arts

TOWN OF WOODSTOCK . 45 COMEAU DRIVE, WOODSTOCK NY 12498

FACILITY USE APPLICATION & AGREEMENT

APPLICANT INFORMATION

Applicant Name: _____

Organization (if applicable): _____

Phone Number: _____

Email Address: _____

EVENT DETAILS

Description of Activity:

Date of Event: _____

Event Time: _____

Expected Number of Attendees: _____

Applicant must be present during the entire function.

FACILITY REQUEST (Check One) Mescal Hornbeck Community Center Town Hall

MESCAL HORNBECK COMMUNITY CENTER

Rental Fees (Check One)

Residents: \$50/hour – Entire Space \$35/hour – Stage Half \$25/hour – Rear Half \$250 – Full Day (9:00 AM–Midnight)

Non-Residents: \$100/hour – Entire Space \$70/hour – Stage Half \$50/hour – Rear Half

\$300 – Full Day (9:00 AM–Midnight)

Security Deposit (Required): \$100

Insurance Required: Yes No

Sound System (MHCC Only)

Sound System Needed: Yes No

Deposit: \$100

Rental Fee: \$50

Technician Fee: Paid directly to technician

TOWN HALL

Rental Fees (Check One) Residents: \$25/hour

Non-Residents: \$50/hour

Security Deposit (Required): \$100

Insurance Required: Yes No

PAYMENT SUMMARY (Due Upon Filing Application)

Deposit Fee: \$ _____ Rental Fee: \$ _____

Sound System Deposit: \$ _____ Sound System Rental Fee: \$ _____

Sound Technician Fee: \$ _____ Total Collected: \$ _____

KEY PICK-UP

Keys may be picked up at Dispatch, 76 Tinker Street, 15 minutes prior to rental time and must be returned immediately after the event.

EMERGENCY CONTACT

Custodial Department
Alan VanLeuvan
845-679-2113 Ext. 15
(Monday–Friday, 8:30 AM–4:00 PM)

Dispatch
845-679-2422
(Nights & Weekends)

TERMS & CONDITIONS

- The Town of Woodstock reserves the right to cancel events for Town meetings, Town-sponsored events, or emergency use.
 - The Town is not responsible for accidents or injuries occurring during facility use.
 - Applicant is responsible for any damage occurring during use.
 - Applicant is responsible for the conduct of all attendees.
 - Applicant confirms receipt and agreement with Renter/User Rules and Regulations.
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APPLICANT AGREEMENT

Applicant Signature: _____ Date: _____

HOLD HARMLESS AGREEMENT

As applicant or authorized representative, I agree to defend, indemnify, and hold harmless the Town of Woodstock, its officials, employees, volunteers, and agents from and against any claims, liabilities, damages, costs, or expenses arising from the use of Town facilities.

Applicant / Authorized Representative Signature: _____

Date: _____

ADMINISTRATIVE USE ONLY

Accepted By: _____

Date: _____

Deposit Refund Amount: \$ _____

Refund Issued By: _____