

TOWN OF WOODSTOCK  
45 COMEAU DRIVE WOODSTOCK, NY 12498  
PHONE: 845-679-2113; FAX: 845-679-8743

**FACILITY USE APPLICATION AND AGREEMENT**

Town Hall \_\_\_\_\_ MH Com Center \_\_\_\_\_ Sound/Light Equip \_\_\_\_\_

Name of Applicant: \_\_\_\_\_ Telephone # \_\_\_\_\_

Address: \_\_\_\_\_

Organization Name \_\_\_\_\_

Email address \_\_\_\_\_

Description of Activity: \_\_\_\_\_

Date & Time Requested: \_\_\_\_\_ Expected Number of Attendees: \_\_\_\_\_

**MESCAL HORNBECK COMMUNITY CENTER**

**Rental Fees:** Resident \$50 p/h Stage Half: \$35 p/h Rear Half: \$25 p/h Full Day: \$250 (Circle)

**Rental Fees:** Non-Resident \$100 p/h Stage Half: \$70 p/h Rear Half: \$50 p/h Full Day: \$300 (Circle)

**Sound/Light System Fee:** \_\_\_\_\_ **Security Deposit:** \_\_\_\_\_ **Insurance:** Y \_\_\_\_\_ N \_\_\_\_\_

**Sound System Technician:** \_\_\_\_\_ **Tech Fee:** \_\_\_\_\_

**TOWN HALL**

**Rental Fees:** Resident \$25 p/h Non-Resident \$50 p/h (Circle)

**Security Deposit:** TH/MHCC (refundable) \$100 Rec'd: \_\_\_\_\_ Security Ret'd: \_\_\_\_\_

If any problem is encountered during the use of the facility, please contact the following persons: Maintenance Dept: Alan VanLeuvan - 679-2113; Dispatch - 679-2422

The Town of Woodstock (TOW) reserves the right to cancel at any time any event for a TOW Meeting, TOW sponsored event, TOW event or emergency use of the building. The Town of Woodstock shall not be responsible for any accidents or injuries that occur during the use of the facility or on the property.

The undersigned hereby agree to be responsible for the repair of any damage(s) to the facility occurring during and by this use, and agrees to be responsible for the conduct of all persons attending this function. The applicant must be present during the entire function. The undersigned has read and understands the Renter/User Rules and Regulations governing the use of the Town of Woodstock facility (a copy of which has been provided to them) and agrees to abide with the requirements set forth therein.

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

#### HOLD HARMLESS AGREEMENT

As applicant, or an officially authorized representative of the applicant, I agree as a condition of the use of the Town Buildings, the applicant hereby agrees to and shall defend, indemnify and hold harmless the Town of Woodstock, its officials, directors, employees, volunteers, and agents from and against any or all loss, liability, expense, claim, costs, suits and damages of every kind, nature and description, directly or indirectly, arising from usage or activities for which Use Permits are granted.

Applicant/Designated Official: \_\_\_\_\_ Date: \_\_\_\_\_

(Pick up key at Woodstock Emergency Dispatch - 76 Tinker Street) 15 minutes prior to rental time and return immediately after the event.)

Rental Fees: Due upon filing of application.

Rental Fee: \$ \_\_\_\_\_ Deposit Fee: \$ \_\_\_\_\_ Insurance: Y \_\_\_\_\_ N \_\_\_\_\_

Sound System Tech: \$ \_\_\_\_\_ Sound System Fee: \$ \_\_\_\_\_

Sound System Deposit: \$ \_\_\_\_\_

Accepted By: \_\_\_\_\_ Date: \_\_\_\_\_

Refund of Deposit: \$ \_\_\_\_\_ By: \_\_\_\_\_