

**RULES FOR RENTERS OF LAKEVIEW MANOR
NO MUSIC AFTER 11 P.M.
PARTIES FOR RESIDENTS 21 YEARS AND OLDER**

1. All garbage must be removed to the dumpster (make sure liquids are emptied into the sink before disposing into trash bags.)
2. All tables must be cleared
3. Use of confetti's prohibited.
4. Since you are not being charged for the use of the kitchen, please make sure it is returned to its original condition (counters cleaned, floors swept).
5. All personal items must be removed the day/evening of the party.
6. Spills need to be cared for during or after party if not cleaned up- will be deducted from your security deposit
7. Windows on the left side of the building shall remain closed at all times.

10 tables at 72"round – seat 10

120 chairs

3- 8' banquet tables.

Date of rental: _____

Signature: _____

Town of Southeast, New York
Facility Reservation
Use and Occupancy Agreement

Date: _____

AGREEMENT made as of the date above written between the TOWN OF SOUTHEAST, NY, a municipal corporation, having an office for the conduct of business at One Main Street, Brewster, NY 10509 (hereinafter known as "Town") and _____ (hereinafter "Licensee"), residing at _____ Telephone No. _____.

In consideration for the payment of \$100.00 paid in advance (non-refundable deposit), the Town agrees to reserve the Town owned facility known as Lakeview Manor located at 215 Shore Drive for the exclusive use and occupancy of Licensee, Licensee's guests and invites, on _____ between the hours of _____ AM/PM and _____ AM/PM the "Reserved" Date. Not less than forty-eight (48) hours prior to the Reserved Date, Licensee shall pay the Town and use and occupancy fee in the amount of \$400.00(see attached Fee schedule). On the reserved date licensee shall us the Facility for _____ (the Event) and for no other purpose. In the event the Licensee fails to make full payment of the use and occupancy fee in the manner as set forth herein in a timely manner, the town may, as its sole option, keep the Security Deposit as liquidated damages and may recommit the Reserved Date slot for the facility for any other user.

NO REPRESENTATIONS. Licensee acknowledges that it has inspected the facility and is familiar with its condition and agrees to use and occupy the facility on the reserved date in such condition and that neither the Town nor its agents, servants or employees have made any representations, express or implied, that he facility is fit for any particular use or purpose.

SECURITY DEPOSIT If the facility is not swept clean of any debris and such debris is removed from the facility in an appropriate manner, and all of Licensee's possessions removed from the facility at the conclusion of the Event. The Town may apply the Security Deposit to the actual cost of cleaning the Facility and refund the balance, if any, to the Licensee. Provided the Facility is surrendered in a clean condition without any physical damage, the Security Deposit will be refunded to the Licensee within seventy-two hours after the conclusion of the Event. In the event Licensee, its guests or invitees damage the facility, the Town shall keep the Security Deposit, or so much thereof, as is necessary to return the facility to its condition prior to the commencement of the event. Nothing herein shall limit the Town's ability to seek additional damages from the Licensee or any other responsible party for damages, actual or consequential, which may be suffered by the Town as a result of Licensee's use of Facility.

INDEMNIFICATION. Licensee agrees to indemnify the Town, its officers, employees and agents, an save the Town harmless from any and all liability, damages, claims, demands, costs or loss arising directly and indirectly out of the negligent acts or omissions of the Licensee, its guests and invitees, arising out of the use and occupancy of the facility in connection with this Agreement.

COMPLIANCE WITH LAWS. Licensee agrees to comply with all laws, rules and regulations of the United States, State of New York and Town of Southeast now in effect or hereafter enacted including, but not limited to the obtaining of any and all ancillary permits or licenses for the particular use of Event, and shall not suffer or permit any violations of law, local or otherwise, upon or in connection with the use of the Facility in accordance with this Agreement.

Wherefore this Agreement has been executed by the respective parties as of the day and date first written above.

As to the
TOWN OF SOUTHEAST RECREATION

By: _____
Raymond Knox, Sr.
Director of Recreation

As to the
LICENSEE

Signature

Print Name: _____

The rental applicant must provide the Town of Southeast with a Certificate of Insurance which includes all of the following:

1. Comprehensive General Liability with at least \$1,000,000 combined single limited for bodily injury and/or property damage.
2. Town of Southeast is named on the certificate as an Additional insured for the period of time you use the facility

I have read the rules and regulations for the rental of the Lakeview Manor facility and will provide all that is necessary 48 hours prior to my event.

TOTAL OCCUPANCY 120

Signature: _____ Date: _____

Address: _____

Telephone No.: _____