



# Town of Randolph

## COMMUNITY ROOM RENTAL Rental Agreement NON SMOKING FACILITY - Limit 100 people

Renter: \_\_\_\_\_ Phone: Day \_\_\_\_\_

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

City/State: \_\_\_\_\_

EVENT: \_\_\_\_\_

Date of rental: \_\_\_\_\_ Time: From \_\_\_\_\_ To \_\_\_\_\_

### RENTAL FEES

- Kitchen use: \$5/hr. for any size event (renter must bring all dishes/flatware/drink ware and kitchen must be cleaned upon vacating the premise) \$\_\_\_\_\_
- Dances/wedding reception/Large party **\$100 Deposit required** : (A Homeowners certificate of liability must be provided naming the Town of Randolph as second insured. This must be provided before the date of the event).

\_\_\_\_\$150 Randolph Resident

\_\_\_\_\$175.00 Non- Resident

• Shower/Birthday party/etc \_\_\_\_ \$65.00 Randolph Resident \_\_\_\_ \$75.00 Non- Resident

• Funeral Dinners: \_\_\_\_ \$35.00 Randolph Resident \_\_\_\_ \$45.00 Non- Resident

• Not for profit organizations: \_\_\_\_ \$35.00 Randolph Resident \_\_\_\_ \$45.00 Non- Resident

• Meetings: \_\_\_\_ \$35.00 Randolph Resident \_\_\_\_ \$45.00 Non- Resident

• For Profit event: \_\_\_\_ \$100.00 Randolph Resident \_\_\_\_ \$125.00 Non- Resident

\_\_\_\_\_ **TOTAL AMOUNT DUE**

A full list of rules is printed on the back of this contract. By signing the contract the renter is agreeing to and understands all of the listed rules.

\_\_\_\_\_  
RENTER Signature

\_\_\_\_\_  
DATE

\_\_\_\_\_  
TOWN OFFICIAL

\_\_\_\_\_  
DATE

72 Main Street | Randolph, NY 14772 | 716-358-9701 | 716-358-5572 fax | www.RandolphNY.net

*Including the Hamlets of Randolph and East Randolph*

**RULES FOR RENTAL OF THE COMMUNITY ROOM AT THE RANDOLPH AREA MUNICIPAL BUILDING**

- A Homeowner's Certificate of liability must be provided naming the Town of Randolph as second insured. A copy must be provided prior to the date of rental.
- Any breakage of tables, chairs, windows, or other items will be charged to the person renting the hall.
- Clean-up of the building and grounds is the responsibility of the renter.
- The Town of Randolph is not responsible for loss or damage to personal property brought in or left at the hall.
- No smoking in building.
- All rentals must be scheduled through the Clerk's Office.
- Nothing is to be fastened to walls or ceilings.
- ½ Total due must be paid before rental will be guaranteed.