

Village of Manlius
Facility Reservation Form

One Arkie Albanese Ave., Manlius, NY 13104

Thank you for your interest in reserving space at the Manlius Village Centre. Please complete this form and bring it with your payment to the Village Clerk's Office located at the address above. For fees, please see the Facility Rental Fees sheet.

Today's Date: _____

Date and Day of Rental: _____ Hours: From _____ am/pm To: _____ am/pm

Please check which facility/room(s) you wish to reserve:

Auditorium: _____ Gymnasium: _____ Board Room: _____ Whorrall Pavilion: _____

Approximate number of people attending: _____

Open ½ hour prior to event _____ Time: _____ Close ½ hour following event _____ Time: _____

Name of Applicant: _____ Must be 21 years of age or older

Name of Organization: _____

Not for Profit?: _____ The Village office has a list of NFP organizations. If you are not on that list but are a NFP, please submit the appropriate documentation to the Village office. The Village Board must approve your status.

Home Phone: (_____) _____ Business Phone: (_____) _____ Cell: (_____) _____

E-mail: _____

Home Address: _____

Business Address: _____

Please describe the purpose of the rental: _____

Alcohol permit requested? _____ Permit Approved: _____

Name and phone number of person who will be in attendance and responsible while facility is being used:

Name: _____ Phone Number: (_____) _____

Note: The Village reserves the right to deny access to the facilities based on the applicant's prior history or any material misrepresentation on any application.

Hold Harmless and Indemnification Agreement:

I/We agree to hold harmless the Village of Manlius, its officers and employees, and to assume responsibility for, defend and indemnify at our/my expense all claims for damage to property or person, including medical expenses for injuries incurred and arising incidental to the use of the facility. It being further understood and agreed that the Village of Manlius assumes no obligation or responsibility in connection with the use of the facility.

I/We understand that:

ATTENDANCE shall not exceed the auditorium capacity of 260 and conference capacity of 122 in the Village Centre.

SET-UP: Applicant is responsible for setting up the space reserved as they would like for their function. Upon completion of the event, the room must be returned to the exact condition in which it was found.

TRASH: Whatever is brought into the building must be carried out (decorations, food etc.). Trash shall be collected and carried by the applicant to one of the Village's dumpsters which are located adjacent to the Village Centre.

I/We have carefully read and understand the Facility Use Policy.

Authorized signature of person on Application

Date

Office Use:

Payment Type: Check: _____ or Cash: _____

Security Deposit: Check: _____ or Cash: _____

Signature of Village Official: _____

Village of Manlius
Facility Rental Fees

Village Centre

Auditorium: \$100.00 per day plus \$100.00 Security Deposit

Gymnasium: \$100.00 per day plus \$100.00 Security Deposit

Board Room: \$100.00 per day plus \$100.00 Security Deposit

Recreation Building

Walsh and Hoffman Room

Resident: \$75.00 plus \$100.00 Security Deposit

Non-Resident: \$150.00 plus \$100.00 Security Deposit

Mill Run Park

Whorrall Pavilion

Resident: \$25.00

Non-Resident: \$45.00

SECURITY DEPOSIT:

A security deposit of \$100.00 per room is required for all building reservations. Please submit a separate check for this amount along with your rental fee. This deposit will be returned within two (2) weeks of facility rental provided that upon inspection, the facility is found to be in compliance with the guidelines set forth below, and in the “Facility Use Policy”/ “Rental Agreement”.