

WADDINGTON TOWN HALL REGULATIONS
ADOPTED 08/08/2011

1. All events must be booked through the Town Clerk's Office. A key to the front doors can be obtained three days before the event for set up purposes and returned to the Town Clerk's Office within three days of the event. The key will be signed out to the person in charge of the event.
2. A deposit of \$500 will be required of any organization/individual booking the Town Hall. This will be returned to the organization providing that there is no damage and the hall is cleaned. The hall will be inspected by the Highway Superintendent or designated personnel. In the event that everything checks out the deposit will be returned to the organization/individual.
3. All organizations/individuals booking the Town Hall must sign an Agreement/Release holding the Town of Waddington harmless. Organizations must provide a certificate of commercial liability insurance in an amount equal to at least \$1,000,000. Individuals must provide proof of homeowners insurance. If an event is catered, the catering service must provide a Certificate of Liability Insurance naming the Town of Waddington as additional insured.
4. All organizations/individuals booking the Town Hall shall be solely liable for any breakage or damage to any of the facilities or the Town of Waddington's property, equipment and furnishings, located in and around the facility and its property during the organization's/individual's use. All organizations/individuals shall accept the amount of repair or replacement costs of such damaged facilities, property, equipment, or furnishings as determined by the Town of Waddington's Town Board of Trustees or their designated person in their sole discretion and shall make immediate payment for such repair or replacement upon written request by the Town Clerk.
5. At public dances the organization responsible shall have a person stationed downstairs in the restroom/office area during the entire event. The upstairs area shall also have sufficient personnel to prevent any vandalism or destruction of property.
6. Personnel in charge of events must inspect restrooms before the event starts to make sure that all are in working order. Inspection is required after the event is finished to insure all are in working order at that time. If not working it shall be the responsibility of the organization to have it in working order within 24 hours or the Town will repair and bill the organization. The building will be inspected and results reported to the Town Clerk. At the end of your event all toilets/urinals must be flushed & cleaned. (Cleaning supplies are in the restrooms)
7. All organizations/individuals are solely responsible for removing all trash, crates, pallets, packing materials, etc. associated with any scheduled event. **Failure to remove any or all trash etc. will result in a loss of \$250 from your deposit.** Any damage to the facilities or property, equipment and furnishings must be immediately noted and reported to the Town Clerk @ 315-388-5629.

8. **NO DECORATIONS MAY BE HUNG ON THE WALLS. USE OF TAPE, STICKY TACK, GLUE DOTS, TACKS, ADHESIVES, AND NAILS ARE STRICTLY PROHIBITED.**

All organizations/individuals booking the Town Hall must provide for the removal of any personal property, equipment, or furnishings belonging to them. The Town of Waddington shall have the right to collect and take custody of any and all articles of personal property, equipment or furnishings left in the facility subject to the following. Any articles of personal property, equipment, or furnishings left in the facility shall, after a period of two (2) days after any scheduled use, be deemed abandoned and shall become the sole and exclusive property of the Town of Waddington. **The Town of Waddington shall not be responsible or liable for any loss, theft of, or any damage to, any articles of personal property, equipment or furnishings belonging to any organization/individual, their representative, agents, employees, volunteers or members.**

The organization/individual utilizing the building will sweep and mop the floors, return all tables and chairs to their respective storage place, and take all of their belongings with them. Items are not to be left at the hall for storage purposes without prior approval. Failure to do this will constitute \$250 from your security deposit.

9. DO NOT BLOCK EXITS.

10. No rollerblades or skateboards in building.

11. No animals in building. (Except service dogs)

12. No Smoking or tobacco allowed in the premises or within 25 feet of the building's entrances, or within the public property. (Town hall square)

13. Make sure the lights are turned off and the doors are locked upon leaving.

THIS HALL BELONGS TO ALL THE TAXPAYERS IN THE TOWN OF WADDINGTON. PLEASE TAKE RESPONSIBILITY TO MAKE SURE IT IS LEFT IN AS GOOD OF CONDITION AS IT WAS BEFORE YOUR EVENT BEGAN. WITH THIS IN MIND IT WILL BE AVAILABLE FOR USE IN THE YEARS TO COME.

By order of the Waddington Town Board 08/08/11

Updated by Waddington Town Board 03/14/16

AGREEMENT AND RELEASE

In consideration of the leasing of the premises described below (the "Premises") by the Town of Waddington to the Undersigned, the Undersigned for itself, its heirs, executors, administrators, successors and assigns (as the context may require) hereby releases, acquits and forever discharges the Town of Waddington, its officers, directors, agents, members, servants and employees (individually and collectively "Town of Waddington Parties") from any and all suites, actions, compensation, consequential damage, punitive damage or any other thin whatsoever on account of, or in any way growing out of, any and all property damage, personal injuries, illnesses, death or any other thing resulting from any occurrence or accident that may happen as a result of or arise out of the leasing or use of the Premises (the "Premises Claims").

The Undersigned hereby agrees to indemnify, defend and hold harmless the Town of Waddington Parties against Premises Claims brought by any person or entity.

The Undersigned, if other than a private individual, shall provide the Town of Waddington with a Certificate of Liability Insurance evidencing in force Public Liability Insurance in an amount of at least \$1,000,000 per occurrence and naming the Town of Waddington as an Additional Insured.

This Agreement and Release shall not be pleaded by the Undersigned as a bar to any claim or suit, nor asserted as an admission of liability against the persons, firms, entities and corporations hereby released.

This Agreement and Release contains the entire agreement between the parties herein, and its terms are contractual and not a mere recital. Any reference herein to the masculine, feminine or neuter gender shall be deemed to include any gender which the context of such release shall require.

The Undersigned hereby executes and delivers this Agreement and Release to induce the Town of Waddington to lease the Premises to the Undersigned.

Premises are described as follows: **Waddington Historic Town Hall**

Witness

Authorized Signature

Date

Undersigned Printed Name

Undersigned's Address

Waddington Historic Town Hall Rental (Non-profit)

We are waiving rental rates for local non-profit organizations/groups.

Any non-profit wishing to reserve Historic Town Hall must fill out the building use application and be familiar with the building use rules as they apply to all organizations/individuals and pay the security deposit.

Any non-profit organization/group that is not paying the rental fee that could make a donation would be appreciated.

Seaway Valley Sr. Citizens

Waddington Fire Department

Waddington Rescue Squad

Waddington American Legion

Waddington Hepburn Library

Local Churches

Girl Scouts

Cub/Boy Scouts

Lake St. Lawrence Arts

Waddington Redevelopment Association (concert series)

**Town of Waddington
48 Maple Street
Waddington, NY 13694
315-388-5629**

APPLICATION FOR USE OF HISTORIC TOWN HALL BUILDING

Person completing the application or the one assuming responsibility for the Individual/group should be familiar with the Town Buildings Use Rules. Complete application and read Building Use Rules. Mail or drop off as soon as possible to assure your date is reserved along with your security deposit. Rental fee is to be paid when picking up the keys either the day of the rental but no sooner than three days prior.

Purpose of Use: _____

Requested Date(s): _____

Individual's name or Organization: _____

Name of Person in Charge: _____

Telephone Number: (home) _____ (cell)

Address: _____

Nonprofit ID # (if applicable) _____ and FEIN # _____
(You may be required to show proof of insurance/permits depending on event usage).

I verify the documented information and agree to the Town of Waddington's Ordinances regarding the Community Building Usage.

Signature of Applicant

Date

Historic Town Hall Building Rental Fees:

Building Daily Rental Rates: \$200.00 Residents
Building Daily Rental Rates: \$ 300.00 Non-Residents
Plus Security Deposit (Resident/non-resident) \$500.00 (Refundable)

You will not receive your deposit back for the following reasons:

1. The Key is not returned.
2. The building is left unsatisfactory.
3. Any or all damages to the building or grounds as a result of your rental shall be deducted from the security deposit. If these costs exceed the deposit, the balance will be billed to the renter.
4. You or some one in your party violates the Building Use Rules.
5. Failure to removal all trash, crates, pallets, packing material etc. will result in a loss of \$250 from security deposit.
6. Failure to mop, sweep, clean bathrooms, and return tables and chairs to respective storage area will result in a loss of \$250 from security deposit.

Upon completion of inspection by the Town of Waddington, you may pick up the deposit after 2 business days or the user will be informed of any applicable charges.

SECURITY DEPOSIT IS REQUIRED BY ANY INDIVIDUAL OR ORGANIZATION

Cancellation Policy: You must cancel your reservation at least 30 days in advance to receive a full refund of your security deposit.

Date Request Received _____	Date Key Issued: _____	Authorized by: _____
Date Approved/Denied _____		
Date Building Checked: _____	___ Ok for return of deposit ___ Not ok* See Comments	Date Deposit returned: _____
Checked by: _____		By: _____

***Comments:
