



**BOYS & GIRLS CLUB  
OF THE BELLPORT AREA**

## **RENTAL AGREEMENT**

Thank you for your interest in the Boys and Girls Club of the Bellport Area (the Club) facility. Rooms are available for community groups and private rentals when school is out of session or when the facility is not scheduled with Club programs. Availability changes on a seasonal basis.

To reserve the Club facilities, you must complete this form and agree to the terms and conditions stated in the **Boys and Girls Club of the Bellport Area Rental Agreement**.

- This will temporarily reserve the facilities at the date(s) and time(s) you have indicated, if available. An Operations representative will contact you to initiate the contract process and coordinate all event services needed (set-up, breakdown, security, and technical assistance.)

**Reservation Fee (date-hold) - \$150 (due with signed Rental Agreement)**

### **Community/Theater/Gym Rental Fees:**

Public Use\* \$200/hour

Non-Profit Organizations\*\* \$150/hour

Non-Profit Organizations\*\* \$175/hour (if admission, entry or ticket fee is charged for event)

Gym \$175/hour

Meeting Room \$125/hour

**Staff Fees:** \$50 (0-3 hours) \$20 per each additional hour - **Staff must be in attendance for all events. Additional staff persons may be required based on projected attendance.**

**Kitchen Use:** \$150 per day (kitchen must be clean and clear of trash after use. Pilots must remain on and no program food to be used)



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**NOTE:** Rental time of one hour will be added to ensure adequate time for set-up and breakdown of the space. Additional time, if needed or requested, is subject to additional fees.

- A signed contract and date-hold deposit in the amount of **\$150 credit or money order** (per each 5-hour rental period) must be received (30) days prior to reserve your date(s) and time(s) along with the security deposit money order of **\$250**. The security deposit will be returned contingent upon a post-event inspection with no issue.
- The entire balance of space rental fee and security deposit is due 10 days prior to the event.

\* All Teen events require police security (Suffolk County 5th Precinct) must be present during the entire event. Any event expecting 200+ attendees also need to obtain police security.

\*\* Non-Profit organizations must show IRS designation letter

**Reservation Policies:**

- Reservations are not confirmed until
  - A written Rental Agreement has been completed, signed, submitted and approved by the Chief of Staff.
  - Date-hold deposit received
  - Security deposit received
  - Certificate of Liability insurance received
- Rental hours reserved must be consecutive.
- Thirty (30) days minimum required for reservations.
- The date-hold deposit will not be refunded if the event is canceled with less than 72 hours notice.
- A reservation fee of **\$150** in Credit Card or Money order is **non-refundable** and will be applied toward reservation fees when the balance due is processed.
- The person signing the Rental Agreement is considered the responsible party in case of damage, theft or vandalism during the rental period.



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### **Cancellation/Refunds/Reservation Change Policy**

- Cancellations and date changes to reservations must be in writing and at least 1 week prior to the event. Cancellations of less than 72 hours notice will not be refunded.
- Minor changes in the contract may be made up to two weeks prior to the event and may require an adjustment of fees.
- Refunds of security deposit will be returned once the rental area and facility has been inspected and no damages to the rental area or any other area used by the rental part has been incurred.
- You must give at least 2 weeks notice of a cancellation in order to receive the full security deposit.

Failure to comply with any of the requests above will result in the forfeiture of security deposit.

### **General Rules**

- For every event the Club employee(s) or representative(s) must be present in the building during the use of the facility.
- **Drinking, illegal drugs, smoking and/or gambling are not permitted on the property. If any of these actions are detected on the premises during an event the security deposit will be forfeited.**
- The renter is responsible for cleaning the kitchen areas. If the kitchen is not cleaned to the Club's satisfaction, the security deposit will be forfeited.
- Misuse of the facility or failure to comply with any of these regulations listed above will result in forfeiture of security deposit and will be sufficient reasons for denying any further applications.

### **Insurance Requirements**

An event insurance policy for general liability, with minimum limits of \$1,000,000 per occurrence, and \$2,000,000 policy aggregate, for property damage and bodily injury, naming Boys and Girls Club of the Bellport Area, 471 Atlantic Avenue, Bellport, NY 11713 as additional insured must be purchased and supplied to the Club 30 days prior to the event.



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- **How to obtain the required insurance**
  - Businesses and Non-Profit Organizations can request this coverage through their insurance broker. Be sure to list the Boys and Girls Club of the Bellport Area as additionally insured.
  - Individuals that are renting the space with no commercial insurance may purchase a special events policy through K&K Insurance Group, nc. Be sure to list the Boys and Girls Club of the Bellport Area as additionally insured.
    - [www.Kandkinsurance.com](http://www.Kandkinsurance.com)



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1. Date Submitted: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

2. Have you rented from us before? \_\_\_\_\_

a. If yes, please indicate date and name of the function and details:

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b. If No, how did you hear about us?

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3. Name of group or organization:

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Profit? Will you sell tickets? \_\_\_\_\_

Non-profit? Tax-Exempt Number: \_\_\_\_\_

4. Name of Contact person in charge: \_\_\_\_\_

a. Email: \_\_\_\_\_

b. Phone: \_\_\_\_\_

c. Address: \_\_\_\_\_

5. Name of Additional contact person: \_\_\_\_\_

a. Email: \_\_\_\_\_

b. Phone: \_\_\_\_\_

6. What type of event will you be hosting? \_\_\_\_\_

a. Anticipated # in Attendance: \_\_\_\_\_

b. Age Range: \_\_\_\_\_



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7. Which room(s) will you need?

Community Room/Theater - 200 banquet / 275 assembly / 300 standing

Gym

Kitchen

Meeting Room - 10 seated conference table

8. Day/Date of Event: \_\_\_\_\_

9. Time of Event: \_\_\_\_\_ : \_\_\_\_\_ TO \_\_\_\_\_ : \_\_\_\_\_

10. Will any special equipment be needed (i.e. microphones, amplified sound system, stage lighting) \_\_\_\_\_

a. If Yes, please indicate: \_\_\_\_\_

11. Will there be an admission charge and/or entry fee? \_\_\_\_\_

a. If yes, how much admission/entry fee? \_\_\_\_\_

12. Will food be served? \_\_\_\_\_

a. If yes, explain: \_\_\_\_\_

13. Do you request the use of our kitchen? \_\_\_\_\_

**This is a waiver and release, please read it carefully before you sign.**

My signature certifies that I have read the conditions as set forth by the Boys and Girls Club of the Bellport Area governing the use of the facility specified above; that I will take responsibility for seeing the use of this facility by the organization/group I represent is in full adherence and compliance with these conditions; that I will hold the Boys and Girls Club of the Bellport Area harmless from any damage, claim for damage or for personal injury or death, damage to or loss of property incurred in the use of this facility; that if there are any minors in the group using this facility, I will accept full responsibility for them throughout the period covered by this Rental Agreement. **I have read this release carefully. I understand and assume the risk involved. By signing, I give up my right to sue or submit any claims against the Boys and Girls Club of the Bellport Area.**



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A contract will be issued to you to sign and return. **Your event will not be confirmed/booked until the following fees and items are submitted:**

- Date-hold deposit: \$150
- Security deposit: \$250
- Reservation fee: \$100
- Certificate of Liability Insurance

All certified checks and money orders made payable to: **Boys and Girls Club of the Bellport Area**

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_

For office use only	
Approved _____	Denied _____
By _____	
Date-Hold Deposit Collected _____	Date _____ By _____
Security Deposit _____	Date _____ By _____
Rental Fee _____	Date _____ By _____
Room Rate _____ X _____	hours = _____
Staffing Fee _____ X _____	= _____
Kitchen Use Fee _____	
Total _____	
Paid _____	Date: _____ Check or Credit