

Saranac Lake Civic Center Event Rules and Regulations

Saranac Lake Civic Center | PO Box 1040, Saranac Lake, NY 12983

PAYMENT. A 50% deposit of the total rental is required to secure the requested date(s). A security deposit may also be required. The remaining 50% balance (or final payment) along with any additions/revision payment will be due 30 days prior to the event. The security deposit shall be returned to the renter, less any offsets for damages and unpaid charges within 10 days following the conclusion of the rental. Final payment must be paid by the due date or a 10% late charge will be administered. For all returned checks, the maximum allowable fee by law will be charged. Convenience Fee for Debit/Credit Card payments - debit/credit card payments are accepted with a convenience fee of 3.75% added for processing. All events booked within 30 days of the event date will require (100%) full payment (money orders/cash, certified checks, or Credit/Debit cards) at the time of the booking in order to secure the requested date(s) and is non-refundable, with the exception of the security deposit.

CANCELLATION. A \$50.00 administration fee will be required to transfer and/or cancel reserved dates. Notification to cancel must be submitted in writing 90 days prior to the event date. NOTICE of CANCELLATION form must be signed and completed to release the reserved date and one half or (50%) of the deposit paid less an administration fee will be refunded. If cancellation notice is given 90 days prior to the event date, 50% of the deposit, less the \$50.00 administration fee is refundable. No refunds will be guaranteed for any cancellations made less than 90 days prior to the event.

RENTAL TO MINORS. The Saranac Lake Civic Center ("Civic Center") is not eligible for rental to anyone under 21 years of age. Groups with minors must have one (1) adult chaperone for each 20 minors attending the event. Also, any child under the age of 12 must be accompanied by a parent/guardian to events at the Civic Center. The staff is not responsible for childcare or transportation arrangements for children.

ALCOHOLIC BEVERAGES. A New York State Liquor Authority permit is required to serve any type of alcoholic beverages at the Civic Center. The Civic Center must receive a copy of the New York State Liquor Authority permit at least thirty (30) days prior to the scheduled event. The renter is responsible for determining which type of permit is required, all expenses incurred to obtain such permit, and complying with all conditions of the permit. Alcoholic beverages cannot leave the permitted area.

THIRD PARTY VENDORS, SUPPLIERS OR OTHER ENTITIES INVOLVED IN EVENT. All third party vendors utilized by the renter must be approved by the Civic Center 30 days prior to the event and will be responsible

for complying with the Insurance provisions outlined within the contract.

KITCHEN USE AND CLEAN UP OBLIGATIONS. All caterers (professional and individuals) utilized by the renter must sign in upon arrival and sign out with the Civic Center's staff following a satisfactory inspection of the kitchen area before departure. Anyone renting the kitchen must comply with Board of Health regulations, as applicable.

Civic Center staff and, as applicable, Board of Health permission, may designate an outside area for special food preparation. The renter is responsible for covering concrete/grass areas with plywood to avoid damage. At no time will food be served in the bleacher area, mechanical rooms and other closed off areas not available to the public.

VIOLATION OF RULES AND REGULATION. The renter's permitted use of the Civic Center and its premises is expressly conditioned upon and subject to the adherence to all of the Civic Center rules, regulations, and policies by the renter, its employees, agents, representatives, volunteers, guests, and attendees. The Civic Center shall have the right to ask any individual(s) guilty of violating facility rules, regulations, policies or exhibiting disruptive behavior to leave. The use of noisemakers or laser pointers is considered disruptive behavior. Furthermore, the Civic Center may, in its sole discretion, immediately terminate the renter's rights to use the Premises for violating its rules, regulations and policies, without limiting the renter's duties to clean up the Premises and its other liabilities set forth herein. In addition, the renter is responsible for any and all damage to equipment or the facility caused by employees, agents, representatives, subcontractors, guests, attendees, or any other person admitted to the facility by the renter. The renter will pay a sum equivalent to restoration/repair costs to the Civic Center or make restoration/repair to the Center's satisfaction.

FACILITY OPERATION

Rental Cost

- Rental fee includes utilities, with the exception of power for the stage/sound system and normal maintenance and use of limited equipment including tables and chairs for the check-in area, unless otherwise specified. Additional rental fees are charged for A/V equipment, dance floor, kitchen, stage, additional tables/chairs, etc.
- The Civic Center does not provide accessories such as scissors, tape, staples, pens or pencils. Please bring any items needed for your event.

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SET-UP. The renter will coordinate with the Civic Center at least 30 days in advance of the event date for set-up plans in order to determine logistics, access, planning, configuration of space, etc.

POWER SOURCE. Power sources for DJ or bands will be standard 110 power. With the written approval of the Civic Center, and for a fee, the renter may hire electricians at the renter's expense to connect to a 208 power source and to unhook from source.

DECORATION & CLEAN UP. Please do not nail, tape, stick, tack, staple or hang any decorations to walls, doors, or columns. The following items are prohibited from the exterior/interior of building:

- Confetti, glitter, bird seeds, and rice
- Double sided tape and duct tape
- Water balloons
- Propane tanks
- No personal helium tanks are allowed in the center. If helium balloons are used, they must be blown up prior to arrival or they must be blown up outside the building. All balloons must be removed at the end of the event.

LIFT SERVICE AGREEMENT. There will be an hourly fee (minimum of 1 hr. charge) for any individual, organization or decorator who requires the use of our lift to hang any décor or set up the event. Only Civic Center staff can operate the lift and no individuals will be allowed in the lift. This service must be scheduled at least two weeks in advance of the event date and a specific beginning time arranged. The fee will include both the time required to hang all items and the time needed to remove them after the event concludes. The removal of all items must be completed by an agreed upon time with the Civic Center.

SMOKE FREE. The Civic Center is a smoke free facility. Patrons wishing to smoke must use designated smoking areas, as agreed to by the Civic Center and the renter in advance, outside of the building.

NOISE LEVEL. Music should not disrupt or interfere with other events. DJ, Band, or entertainment should set equipment, system, etc. at an appropriate level not to exceed 80-90 decibels. This should prevent noise level from exceeding the pressure of the wall partitions. Civic Center Management will determine if a buffer zone is needed.

SELLING OF GOODS OR MERCHANDISE. Approval must be received from Civic Center management to sell any tickets, goods or merchandise; this will require a Special Event Approval Form.

GAMES OF CHANCE. Games of chance are prohibited. This does not apply to games that award prizes when there is no charge for participation.

SAFETY AND SECURITY.

Crowd Control - crowd control is the responsibility of the Civic Center. Safety plan is required to be submitted to the Civic Center 30 days in advance of the event.

PYROTECHNICS, FIREARMS AND WEAPONS.

Pyrotechnics and weapons of all kinds are prohibited with the exception of local, state, and federal law enforcement officials and approved public demonstrations.

ANIMALS OR PETS. Except for Service Animals as classified by Title III of the ADA, and except for animals used as part of a Civic Center-approved exhibit or activity, no animals or pets are permitted in the Civic Center.

INCLEMENT WEATHER. The Civic Center reserves the right to cancel events due to inclement weather, ice, snow, hurricane, or other "Force Majeure" event. The renter will receive credit for rescheduled date or the renter may request full refund less 15% administrative charge for set-up. If set-up did not occur then full refund shall be issued.

OBJECTIONABLE CONDUCT. Any person at the Civic Center whose conduct is disorderly or disruptive may be ejected from the premises by the Civic Center's designated representative or any peace officer. The renter shall hold harmless, indemnify and defend the Civic Center, its officers, agents and employees against any claim related to such ejection.

OBSTRUCTION OF ACCESS. No portions of the sidewalks, entities, plaza walkways, passage ways, aisles, vestibules or other ways of access to the public utilities or entry/exit doors of the premises shall be permitted to be obstructed, nor shall any windows, ventilators or lighting fixtures be obstructed.

INSURANCE REQUIREMENTS. All special events are required to have insurance coverage and list the Civic Center as additional insured.

ADDITIONAL / MISCELLANEOUS DETAILS. Full contract / agreement will be provided upon request.