

Town of Mount Pleasant Recreation & Parks Department
1 Town Hall Plaza
Valhalla, NY 10595
914-742-2310
Fax: 914-769-1070

**BRADHURST COMMUNITY CENTER
63 BRADHURST AVENUE, HAWTHORNE, NY**

FACILITY USE APPLICATION

Revised 2012

PERMIT CONDITIONS

1. The use of Bradhurst Community Center is restricted to residents of, and organizations and businesses located in, the Town of Mt. Pleasant outside the Villages of Pleasantville, Sleepy Hollow and Briarcliff Manor.
2. Permits are issued on a first-come, first-served basis and may be applied for by a responsible adult. Permits are available at the Mt. Pleasant Recreation and Parks Department Office, 1 Town Hall Plaza, Valhalla, NY. 10595
3. You may request rental time for Bradhurst Community Center on weekdays from 5:30 p.m. to 11:00 p.m. and on the weekends from 9:00 a.m. to 11:00 p.m.
4. A permit fee of \$150.00 and deposit of \$175.00 is required for the personal use of Bradhurst Community Center for parties, showers, etc. Application and fees are due at the time the reservation is made. Youth and Community Service groups requesting the facility for meetings will be charged a \$25.00 per meeting fee. Reservations canceled 30 days prior to the event will receive a full refund. Reservations canceled between 15 and 30 days prior to the event will receive a 50% refund. Reservations canceled less than 15 days prior to the event will receive no refund.
5. All groups using the Bradhurst Community Center are responsible for leaving the facility clean and orderly and are responsible for removal of their own refuse from the site. Refuse can be put in container behind the building if there is space.
6. All furniture must be returned to its original location.
7. Bradhurst Community Center is to be properly secured when leaving.
8. **The key to Bradhurst Community Center must be picked up at the Recreation Department Office, during regular office hours. Keys must be returned the first work day following the use of the facility.**

PERMIT CONDITIONS CONTINUED

9. The front door of the Community Center is unlocked by pushing in the panic bar and holding it in while inserting the allen key (on chain on wall) in hole in center of the panic bar and turning slightly.
10. All groups using Bradhurst Community Center are expected to act in an orderly manner and are responsible for any damages caused during their use.
11. The Recreation and Parks Department reserves the right to revoke any permit at any time.
12. No use of the second and third floors is permitted. The entire third floor serves as a private residence.
13. No use is permitted beyond 11:00 p.m.
14. Occupancy by more than thirty eight (38) people is prohibited.
15. Smoking is prohibited in the Center.
16. Alcoholic beverages are allowed only when a permit is obtained.
17. The kitchen is available for your use except the refrigerator, dishwasher and utensils. **It is your responsibility to leave the kitchen clean when finished.**
18. **Be sure the oven is turned off.**
19. Insurance Requirements:
 - A. Family groups must provide a certificate of insurance showing \$500,000 liability and bodily injury insurance and must sign the waiver on application.
 - B. Organizations and businesses must provide a certificate of insurance with the Town of Mt. Pleasant named as additional insured and including the following statement, "The insurance policy so effected shall protect both parties and be primary coverage for any and all losses covered by the above described insurance", and sign the waiver on the application.
 - C. In addition to A and B above, all families, organizations and businesses that have liquor served by a caterer must provide a certificate of insurance from the caterer showing liquor law liability insurance, listing the Town as additional insured and including the clause listed above in 19B.

This is to request the use of Bradhurst Community Center by:

(Organization or Individual)

Date to be used: _____ Estimated Attendance: _____ (Maximum 38).

Time - From: _____ To: _____ Nature of use party, meeting, etc.): _____

Will alcoholic beverages be served: Yes _____ No _____. If yes, permit is required.

Person Requesting Permit:

Name: _____ (If there is any change in your

Address: _____ plans, please notify the

Telephone: _____ Recreation Department)

The undersigned adult member of the organization making this application, having read the regulations established by the Mt. Pleasant Recreation and Parks Commission, agrees to comply with the same in every respect and agrees that the character of the program conforms with the regulations, will inspect the condition of the facilities prior to our use and report any damage, and will provide the required insurance certificate no later than 14 days prior to the event.

I, the undersigned, do hereby waive any and all responsibility which the Town of Mt. Pleasant may have to individuals attending the above mentioned activity, while said individuals are utilizing Bradhurst Community Center on (date) _____ and I, on behalf of myself and the aforesaid individuals hereby agree to hold and save the Town of Mt. Pleasant and its officers, its agents, employees and volunteers harmless from any claim of liability which arises or may arise from the use of Bradhurst Community Center as requested.

Name of Group _____

Signature: _____ Date: _____

Printed Name: _____

For Office Use:

- Permit fee paid - Amount \$ _____
- Deposit paid - Amount \$ _____
- Required insurance certificate received
- Date recorded in reservation book
- Alcoholic beverage permit obtained
- Permit sent to registrant

- _____
(Name of Individual/Organization)
- Application approved
 - Application denied
 - Approval with the following conditions:

Superintendent of Recreation & Parks

This form has to be approved by the Town Clerk

ALCOHOLIC BEVERAGE PERMIT

For Town owned facility: Bradhurst Community Center

Organization/Individual requesting permit: _____

Address of Organization/Individual: _____

Reason for request: _____

Date of Use: _____ Time of Use: _____

Person requesting permit: Name: _____

Address: _____

Telephone: _____

The undersigned as _____ of the above named organization hereby, on the part of that organization, releases the Town of Mt. Pleasant, its Town Board, employees and volunteers of any liability whatsoever in connection with any damages and/or injuries that any participant of the above organization may sustain as a result of his/her participation in that event.

(Date)

(Signature)

Approved by: _____
(Town Clerk)

Issued Date: _____

cc: Recreation & Parks Department

TO BE POSTED

BRADHURST COMMUNITY CENTER FACILITY USE PERMIT

Individual or Group Permit is issued to: _____

Address of Individual or Group: _____

Contact Person: _____ Telephone: _____

Date: _____ Time - From: _____ To: _____

This permit is based on the following conditions:

1. The permit is issued for the times listed and covers only the first floor of the Bradhurst Community Center.
2. No alcoholic beverages are permitted without an Alcoholic Beverage Permit.
3. At the conclusion of your event you are expected to leave the building clean and ready for the next use. **All garbage is to be removed.** If space is available, garbage can be placed in the dumpster on the site. If the dumpster is full, all garbage must be removed from the site.
4. All furniture must be returned to its original location.
5. The kitchen is available for your use with the exception of the refrigerator, dishwasher and Town owned utensils. The kitchen and equipment are to be left clean. **Be sure the oven is turned off.**
6. No smoking is permitted in the Bradhurst Community Center.
7. The maximum occupancy of the Bradhurst Community Center is thirty eight (38) people.
8. Keys *must* be picked up at the Recreation and Parks Department Office weekdays between 8:30 a.m. and 4:30 p.m.
9. No disorderly behavior will be permitted.
10. The Town reserves the right to alter the permit times if needed to accommodate Town programs.
11. Other conditions as listed below:

Approved by: _____ Date: _____