

PAID ☐
COI ☐
TOWN HALL ☐

MLP# _____

MOUNTAIN LAKE PARK

2026 FACILITY RENTAL CONTRACT FOR MOUNTAIN LAKE PARK

APPLICANT INFORMATION:

NAME/ORGANIZATION: _____

MAILING ADDRESS: _____

STREET ADDRESS: _____

PHONE NUMBER: _____ EMAIL: _____

The **TOWN OF WARWICK**, 132 Kings Highway, Warwick, New York 10990 (the “Town”) hereby grants to _____ (the “User”) permission to use the portion of the Town facilities located at the Mountain Lake Park, 46 Bowen Road, Warwick, New York 10990 described herein, subject to the Terms and Conditions of this Agreement contained herein and attached hereto.

TERMS OF USE:

1. **FACILITIES:** The portion(s) of the facility to be occupied by the User are ☐ picnic area ☐ firepit circle, ☐ lodge main dining hall, ☐ lodge lounge, ☐ lodge lower level, ☐ kitchen, ☐ office main room, ☐ office breakout rooms # _____, ☐ front cabins # _____, ☐ apartments # _____, ☐ Art building rooms _____, ☐ theatre building, ☐ lakeside pavilion/outdoor theatre, ☐ hill cabins # _____.

The following items may be included in the rental or may incur an additional fee:

- ☐ picnic tables/grills, ☐ kitchen storage, ☐ dining tables, chairs and serving stations, ☐ dishes and silverware, ☐ kitchen cookware, ☐ tablecloths and linens, ☐ sheets, blankets, pillows, towels ☐ wi-fi in lodge and office area, ☐ hot water in showers, ☐ toilet paper, ☐ hand soap in bathrooms, ☐ AC in rooms, ☐ heat in rooms, ☐ clean rooms

2. **DATES/TIME OF USE:** The facilities shall be available from _____ am/pm on _____ to _____ am/pm on _____.

3. **RENT:** The total rental for the time of usage is \$ _____, payable upon the signing of this Agreement.

4. **USE OF PREMISES:** The User rents the facility for the for the following activities:

_____.

No other activities shall be conducted by the User without the express written permission of the Town.

CONDITIONS OF USE:

1. **LIABILITY:** The Town shall not be liable for any injuries, deaths, or property damage arising out of the use by the User of the rented facilities and equipment, and the User agrees to indemnify and hold harmless

the Town from and against any and all loss, cost, including attorneys' fees, damages, expense and liability including statutory liability and liability under workmen's compensation laws in connection with claims for damages as a result of injury or death of any person, or property damage to any property sustained by the Town and/or all other persons, which arise from or in any manner grow out of any act of neglect in or about the facility by the User or its agents, employees, customers, invitees, contractors and subcontractors. The Town requires a Certificate of Insurance with the Town listed as an additional insured on terms and conditions set forth in the insurance rider annexed hereto.

2. **PURPOSE & LIMITATIONS:** The User may use the premises rented hereunder for the purpose listed above and none other. No admission fee, donation, contribution, or other charge shall be collected or be permitted to be collected by the User for any reason, unless prior approval has been secured in writing from the Town. The User hereby agrees that the number of persons on the rented premises during the rental period shall not exceed _____ persons.

3. **SECURITY DEPOSIT:** A security deposit will be collected for each rental of a cabin, building or outdoor structure. The amount of the security deposit is subject to change without notice. After all facility keys have been returned and the facility has been satisfactorily inspected for cleanliness and damages, security deposits will be refunded. Deposits originally paid by check will not be refunded until a minimum of 10 days has passed.

4. **DECORATIONS & CLEAN-UP:** The User shall not alter, in any way, the interior or exterior of any facility without written approval of the Town. **THE USE OF STAPLES, NAILS, TACKS, GLUE AND OTHER DAMAGING ITEMS TO SECURE DECORATIONS IS PROHIBITED.** Tables and chairs must be put back in their original storage or set-up positions. It shall be the responsibility of the User to keep the premises, including but not limited to counters, floors, tables, and equipment/appliances, clean and free of debris and restore them to their pre- booking condition. Trash must be picked up, tied in bags, and deposited in the appropriate containers inside or near the facility. Doors and windows must be securely closed and locked at the completion of the booking. Stove and water faucets must be turned off. The User shall forfeit the security deposit and may be required to pay additional costs for damages or extra staff time required to clean and restore the facilities. This amount will be determined on a cost recovery basis.

5. **KEYS:** Cabins require the User have keys to gain entry. **THE USER IS RESPONSIBLE FOR PICKING UP THE NECESSARY KEY(S) AT THE AT THE TIME OF THE FACILITY RENTAL. THE INDIVIDUAL PICKING UP THE KEY MUST BE AUTHORIZED ON THE FACILITY RENTAL CONTRACT AND SHOW IDENTIFICATION TO PICK UP THE KEYS. ALL FACILITY KEYS MUST BE RETURNED AT THE CONCLUSION OF THE RENTAL.** If a key is lost, stolen, or not surrendered when requested, a charge that reflects the cost of changing any and all locks may be assessed. This may result in forfeiture of any facility deposit plus additional charges if the costs exceed the security deposit. A minimum charge of \$150.00 for re-keying costs will apply. Charges could be higher based on actual costs.

6. **PERMIT/LICENSES:** It shall be the responsibility of the User to obtain all necessary permits or licenses required for the activity and to abide by all federal, state, and local laws, ordinances, and resolutions. These may include but are not limited to food preparation, alcohol or sellers permits.

7. **CATERING OF EVENTS:** If the User wishes to use a caterer for their event and the caterer is provided directly by the User, such caterer shall provide a certificate of insurance naming the Town as an additional insured with terms as set forth in the Insurance Rider annexed hereto, and the caterer shall sign a Use and Indemnification Agreement in a form provided by the Town. The User shall pay an agreed upon fee to the Town for the use of the kitchen. If the User wishes to use a caterer provided by the Town, the User and the caterer shall enter into an agreement for services which shall include the fee for the use of the kitchen. In all circumstances, the User shall be solely responsible for payment to the caterer.

8. **LOUD NOISE LIMITATIONS:** Please keep the volume of public address systems or loudspeakers confined to the immediate area of the participating group. The Town has the authority to order a reduction in the volume whenever it becomes a nuisance because of the volume or method in which it is being operated.

9. **SMOKING & ALCOHOL LIMITATIONS: SMOKING IS PROHIBITED IN ALL TOWN-OWNED INDOOR FACILITIES:** No alcoholic beverages as defined by the Alcoholic Beverage Control Law of the State of New York shall be provided or consumed at the facility unless approved pursuant to the issuance by resolution of the Town Board of a written permit to be posted at the facility at the time of the event. Such written permit may be given upon the sole discretion of the Town Board upon a written application received by the Town Clerk at least two weeks before the date requested. Proof of financial responsibility, appropriate security arrangements and adequate cleanup may be required. All provisions of Town Code § 106-9 shall be complied with by the User.

10. **COLLECTION OF MONEY:** No admission fees, donations, or contributions or other fare shall be collected or be permitted to be collected by the renter, unless prior approval has been secured in writing from the Town.

11. **AUTHORIZED ACCESS TO PREMISES:** The User grants the Town and any officer or employee of the Town right to enter the rented premises at any time.

12. **CANCELLATIONS:** The User will incur a cancellation fee in the amount of \$_____ for any cancellation made no less than thirty (30) days prior to the event. The User will incur a cancellation fee in the amount of 25% percent of the balance paid for any cancellation made less than thirty (30) days prior to the event but no less than fifteen (15) days prior to the event. The User will incur a cancellation fee in the amount of 50% of the balance paid for any cancellation made less than fifteen (15) days prior to the event, but prior to the day of the event. All such cancellations must be made in writing, and, if timely, the balance paid, less appropriate cancellation fee, shall be refunded to the User. This contract is contingent on the absence of any governmental regulations prohibiting fulfillments hereof and other causes beyond the control of the Town, and if such instances arise, the Town may cancel this contract and shall thereupon refund the full amount of the amounts paid to the User.

13. **LOST & FOUND ARTICLES:** The Town is not responsible for personal belongings left, lost, or stolen on the rental premises. Please call the Mountain Lake Park facility for lost and found inquiries.

14. **PROBLEMS/ISSUES WITH FACILITY:** For problems with the facility, call the On-Call Person for the facility at () _____.

15. **VIOLATIONS & CONDITIONS OF USE:** Violation of any of the above Conditions of Use may result in forfeiture of the security deposit and/or penalty fees of up to \$200.00 for each infraction. These fees shall be cumulative.

USE OF FACILITY:

1. Only vehicles associated with the event are allowed within the facility and shall park in designated parking areas. No vehicles shall be parked that block or impede access to the roadways within the facility. The maximum number of vehicles for the event are ____.

2. The user will furnish all personnel and equipment necessary to run the event.

3. The user is responsible to notify participants, spectators, and staff associated with the event rules and regulations set forth herein.

4. It shall be the responsibility of the renter to maintain the area, including restrooms, throughout the event and to restore all areas and facilities to the condition they were in prior to the event. The renter agrees to pay additional fees for damages or extra time required to clean and restore the facility. This amount will be determined by the Town.

5. It shall be the responsibility of the renter to control participants, vehicles, and all situations involved with the event.

6. The undersigned hereby affirm that they have read this agreement, and fully understand its terms.

Dated: _____

Applicants Signature

Dated: _____

Town of Warwick, Recreation Director Signature

Hold Harmless Agreement

1. In consideration for receiving permission to utilize town property, I hereby release, wave, discharge and covenant not to sue the Town of Warwick, their officers, agents, servants, or employees (here after referred to as releases) from any and all liability, claims, demands, actions and causes of action whatsoever arising out of or related to any loss, damage, or injury, including death, that may be sustained by me or any of the property belonging to me, whether caused by the negligence of the releases, or otherwise, while participating in such activity, or while in, on or upon the premises where the activity is being conducted.
2. I am fully aware of the risks involved and hazards connected with private activities included in public venues, and hereby elect to voluntarily participate in said activity with full knowledge that said activity may be hazardous to me and my property. I voluntarily assume full responsibility for any risks of loss, property damage or personal injury, including death, that may be sustained by me or any loss or damage to property owned by me, as a result of being engaged in such an activity, whether caused by the negligence of the releases or otherwise.
3. I further hereby agree to indemnify and hold harmless the releases for any loss, liability, damage or cost, including court costs and attorney fees, that they may incur due to my participation in said activity, whether caused by the negligence of the releases or otherwise.
4. I understand that the Town of Warwick does not maintain any insurance policy covering any circumstance arising from my participation in this event or any activity associated with or facilitating that event. As such, I am aware that I should review my personal insurance portfolio.
5. It is my express intent that this waiver of liability and hold harmless agreement shall bind the members of my family and spouse, if I am alive, and my heirs, assigns and personal representative, if I am deceased, and shall be deemed as a release, waiver, discharge and covenant not to sue the above named releases. I hereby further agree that this waiver of liability and hold harmless agreement shall be construed in accordance with the laws of the State of New York.
6. In signing this release, I acknowledge and represent that I have read the foregoing waiver of liability and hold harmless agreement, understand it and sign it voluntarily as my own free act and deed, no oral representations, statements, or inducements, apart from the foregoing written agreement, have been made; I am at least 18 years of age and fully competent; and I execute this release for full, adequate and complete consideration fully intending to be bound by the same.

In witness thereof, I have hereunto set my hand and seal on this day of

Witness

Applicant

TOWN OF WARWICK



EILEEN ASTORINO
TOWN CLERK
132 Kings Highway
Warwick, New York 10990

Carolyn Purta, Deputy Town Clerk
Melissa Stevens, Registrar & Deputy Town Clerk

Request to Serve Alcoholic Beverages

NAME: _____

PERMIT#: _____

DATE OF EVENT: _____

LOCATION OF EVENT: _____

- Request must be submitted within 10 days prior the date of the event

OFFICE USE ONLY:

Received by & Date

Town Board Approval

Date Approved

TOWN OF WARWICK



EILEEN ASTORINO

TOWN CLERK

132 Kings Highway

Warwick, New York 10990

Carolyn Purta, Deputy Town Clerk

Melissa Stevens, Registrar & Deputy Town Clerk

RETURN DEPOSIT REQUEST

NAME: _____

ADDRESS: _____

PERMIT#: _____

DEPOSIT FEE: _____

DATE OF EVENT: _____

LOCATION OF EVENT: _____

- Request must be submitted within 30 days from the date of the event

OFFICE USE ONLY:

REFUND CHECK #

DATE

Received by & Date

Town of Warwick Insurance Requirements for renting Mountain Lake Park

<i>For Profit Businesses Insurance Type</i>	<i>Limits Required</i>	<i>Remarks</i>
<i>Commercial General Liability</i>	<i>\$2,000,000 Occurrence \$2,000,000 Aggregate Additional Insured, primary and non-contributory wording and Waiver of Subrogation Must be included.</i>	<i>\$1,000,000 occurrence \$2,000,000 aggregate acceptable with the addition of a \$1,000,000 commercial umbrella</i>
<i>Automobile Liability</i>	<i>\$1,000,000</i>	<i>If no owned autos, must have hired/non- owned auto liability</i>
<i>Worker's Compensation</i>	<i>Statutory Limits Waiver of Subro must be included.</i>	<i>If no employees not required</i>
<i>Liquor Liability</i>	<i>\$1,000,000 Occurrence \$2,000,000 Aggregate</i>	<i>Only if serving or selling alcohol; a \$1M Aggregate limit is acceptable</i>

Wording in Certificate Description Box:

Certificate holder is listed as additional Insured on a primary and non-contributory basis as per written contract on the general liability.

Non-Profits Insurance Type	Limits Required	Remarks
<i>Commercial General Liability</i>	<i>\$2,000,000 Occurrence \$2,000,000 Aggregate Additional Insured, primary and non contributory wording and waiver of subrogation must be included.</i>	<i>\$1,000,000 occurrence \$2,000,000 aggregate acceptable with the addition of a \$1,000,000 commercial umbrella \$1,000,000 occurrence \$2,000,000 aggregate accepted for Warwick non-profits only</i>
<i>Automobile Liability</i>	<i>\$1,000,000</i>	<i>If no autos should provide hired/non- owned auto liability. Town's discretion to waive if can't obtain</i>
<i>Liquor Liability</i>	<i>\$1,000,000 Occurrence \$2,000,000 Aggregate</i>	<i>Only if serving or Selling Alcohol; a \$1M Aggregate limit is acceptable</i>
<i>Worker's Compensation</i>	<i>Statutory limits Waiver of Subrogation</i>	<i>If no employees not required</i>

Wording in Certificate Description Box:

Certificate holder is listed as additional insured on a primary and non-contributory basis as per written contract on the general liability.

Individuals Not Using for Business Insurance Type	Limits Required	Remarks
<i>Liability</i>	<i>\$2,000,000 occurrence \$4,000,000 aggregate Additional Insured Required</i>	
<i>Liquor Liability</i>	<i>\$1,000,000 occurrence \$1,000,000 aggregate</i>	<i>Only required if serving or selling alcohol</i>

Certificate Holder Information:

**Town of Warwick
132 Kings Highway
Warwick, NY 10990**