



Village of North Haven
335 Ferry Road
Sag Harbor, New York 11963
Ph: 631-725-1378 Fax: 631-725-1120 clerk@northhavenvillage.org

USE OF MEETING ROOM

REQUIREMENTS: *(Maximum occupancy will be determined by the size and nature of the event)*

- 1. Make Application to Village Clerk. Pay applicable fee(s).**
- 2. Security Deposit: Separate check, equal to the rental fee. Refundable after inspection of premises.**
- 3. Applicants will pay \$25.00 (cash only) directly to the Door-Keeper the day of the event. This fee will be paid from Village funds for Village Groups only.**
- 4. Certificate of Insurance with the Village of North Haven named as the insured. This is to be supplied by the individual/organization making the application. Proof of insurance must be received within 1 week of the event date.**

Note: Caterers must also provide a Certificate of Insurance. If liquor/alcohol (includes beer & wine) is to be served, a Certificate of Liquor/Alcohol Liability Insurance is to be supplied in addition to the above.

The applicant is responsible for preparation of the room and returning it to the condition as it was found. Wall and window decorations are not allowed.

Provisions will have to be made for the opening and closing of the building. The building shall not be left open and unattended during the rental period.

There shall be no music played outside the Village Hall Building. No barbeque or cooking is permitted on the deck.

SCHEDULING:

Village Boards & Committees	1 st Priority
Other Village Groups	2 nd Priority
All Other Groups	3 rd Priority

FEE SCHEDULE:

Village Groups (NHVIS, NH Civic, Village HOAs) :	No Fee
Non-Profit Wider Community Groups:	No Fee
Scouts:	No Fee
Adult Groups:	\$50 for each 4 hours or part thereof
Fundraisers:	\$75 for each 4 hours or part thereof
North Haven Residents:	Party: \$100.00
	Wedding Reception: \$250.00
Non-Residents	Party: \$200.00
	Wedding Reception: \$500.00



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APPLICATION FOR THE USE OF A MUNICIPAL FACILITY

INSTRUCTIONS: This application must be completed and delivered to the Village Clerk at least thirty (30) days prior to any proposed private use of a Village facility. The Village Clerk should be consulted about the fees required to be paid upon arrival of this application. All certificates of insurance must name the Village of North Haven as insured and must be approved by the Village. Unless expressly authorized by the Village Clerk and unless host liquor liability insurance is provided, alcoholic beverages are not allowed at a municipal facility. Any security deposit is refundable provided the facility is not damaged and the Village incurs no clean up expense. Otherwise the deposit will be used to offset any Village expense.

FACILITY: North Haven Village Hall, 335 Ferry Road, Sag Harbor, New York 11963

ORGANIZATION: _____

NAME OF INDIVIDUAL FILING APPLICATION: _____

ADDRESS: _____

PHONE (Home): _____ **(Cell):** _____

PURPOSE/EVENT: _____

DATE(S) REQUESTED: _____

HOURS REQUESTED (Include Preparation and Cleaning Time): _____

PERSON RESPONSIBLE FOR CLEAN-UP (Include Phone Number):

NUMBER OF PERSONS IN GROUP: _____

- ___ Application
- ___ Fee (Payable to Village of North Haven)
- ___ Security Deposit (Payable to Village of North Haven)
- ___ Certificate of combined single limit (bodily injury and property damage) insurance (\$2,000,000.00 Minimum). The Village of North Haven must be listed as insured.
- ___ Host Liquor Liability Insurance (\$2,000,000.00 Minimum). The Village of North Haven must be listed as insured.

INDEMNITY: The undersigned agrees to indemnify and hold harmless the Village of North Haven, its officers, employees, agents and representatives, from any cost or expense including legal fees in the event any claim is made in any form by reason of the use of the facility described above.

NOTICE: Any use of public property by a private group is subject at all times to cancellation by the Village in the event there is an intervening public need for the same space and any grant of use by the Village Clerk is subject to this condition and reservation.

 Signature of Applicant

Sworn to on this ____ day of _____, 20__

 Notary Public

RULES FOR THE USE OF A MUNICIPAL FACILITY

KITCHEN:

- DO NOT SLICE FOOD ON COUNTER TOPS – USE AVAILABLE CUTTING BOARDS
- CABINETS, COUNTER TOPS AND FLOOR ARE TO BE WIPED CLEAN OF SPILLS & SPLATTERS

STOVE TOP, OVEN & MICROWAVE:

- ALL SWITCHES TO THE GAS RANGE/OVEN HAVE ELECTRIC IGNITIONS; ONCE LIT PLEASE TURN SWITCH TO DESIRED SETTING OR TEMPERATURE. THE OVEN MAY TAKE UP TO 90 SECONDS BEFORE IGNITING
- RANGE/OVEN IS TO BE WIPED CLEAN OF ALL SPILLED OR BOILED OVER FOODS
- THE INSIDE OF THE MICROWAVE IS TO BE WIPED CLEAN WITH WARM MOIST CLOTH

DISHWASHER:

- MAKE SURE SWITCH AS BOTTOM OF DISHWASHER IS IN THE “ON” POSITION BEFORE LOADING THE MACHINE
- FOOD MATERIAL MUST BE RINSED FROM DISHES AND UTENSILS WITH WATER ONLY BEFORE LOADING DISHWASHER
- USE DISHWASHER DETERGENT ONLY, ONE SCOOP PER LOAD
- THE BOTTOM SCREEN INSIDE THE DISHWASHER SHOULD BE WIPED OF ANY COLLECTED FOOD RESIDUE
- TURN SWITCH TO THE “OFF” POSITION WHEN FINISHED
- PLEASE NOTE: IF DISHES/UTENSILS DO NOT COME CLEAN AFTER FIRST WASH PLEASE REPEAT CYCLE

GARBAGE:

- ALL GARBAGE MUST BE REMOVED FROM THE PREMISES WHEN FUNCTION IS OVER

MEETING ROOM:

- THE MEETING ROOM MUST BE LEFT THE SAME WAY YOU FOUND IT. WHEN DISMANTLING THE TABLES AND CHAIRS, PLEASE STORE THEM PROPERLY IN THE HALL CLOSET.
- IF SPILLS OCCUR ON THE CARPET AND CANNOT BE REMOVED IMMEDIATELY, PLEASE NOTIFY THE VILLAGE OFFICE ON THE NEXT BUSINESS DAY AND IF WARRANTED A CHARGE FOR CARPET CLEANING WILL BE IMPOSED. DO NOT ATTEMPT TO CLEAN CARPET OF DIFFICULT STAINS THAT WOULD REQUIRE PROFESSIONAL CLEANING.
- PLEASE CONTACT THE VILLAGE OFFICE BEFORE YOUR AFFAIR FOR THE LOCATION OF THE CLEANING SUPPLIES, ETC.
- AN INSPECTION WILL BE MADE OF THE PREMISES BEFORE DEPOSITS ARE RETURNED. IF THE VILLAGE FINDS THAT FURTHER CLEAN-UP IS NECESSARY, THESE COSTS WILL BE DEDUCTED FROM YOUR DEPOSIT. THIS ALSO INCLUDES THE RESTROOMS.



**WE TAKE
THE WORRY**
OUT OF EVENT
PLANNING

EVENT LIABILITY INSURANCE

What if a guest damages the venue's property at your event, or even worse, injures themselves or others?

Markel's event liability coverage will help protect you from financial loss if you are held legally responsible for property damage to the venue, or bodily injury to someone injured at your event.

Coverage can be purchased up to 1 day before your event, and starts as low as **\$75**.

Total Liability Limit	Without Host Liquor Liability	With Host Liquor Liability
\$500,000	\$75	\$150
\$1 million	\$100	\$175
\$2 million	\$160	\$235

*Rates are subject to change. Rates shown are for all states except FL

EVENT CANCELLATION INSURANCE

Lost wedding rings, damaged photography, vendor bankruptcy, hurricanes – these are examples of an event host's worst nightmare.

Markel's event cancellation coverage can help reimburse you for lost deposits and non-refundable amounts if you have to cancel or postpone your event due to unforeseen circumstances. It also covers additional expenses incurred to avoid canceling your event and other losses or damages.

Coverage can be purchased up to 14 days before your event, and starts as low as **\$130**.

Save up to 15% when you purchase both Markel event liability and cancellation insurance

(10% for residents of FL)

GET A FREE, NO-OBLIGATION QUOTE TODAY!

*Insurance and discounts are subject to availability and qualifications. Insurance provided by Markel American Insurance Company, Waukesha, WI ©2017 Markel Service, Inc.

markeventinsurance.com • 855-422-5944