

# Town of Cortlandt Youth & Recreation Center

## Birthday Party Rental Agreement

Dear Applicant:

This contract is to confirm your request to reserve the Youth & Recreation Center.

Today's Date: \_\_\_\_\_ Reservation Date: \_\_\_\_\_

Reserved By: \_\_\_\_\_ Child's Name: \_\_\_\_\_

Address: \_\_\_\_\_

House #: \_\_\_\_\_ Cell #: \_\_\_\_\_

Email Address: \_\_\_\_\_

Time of Party: \_\_\_\_\_ Age of Guests: \_\_\_\_\_ # Attending: \_\_\_\_\_

Entertainment: \_\_\_\_\_

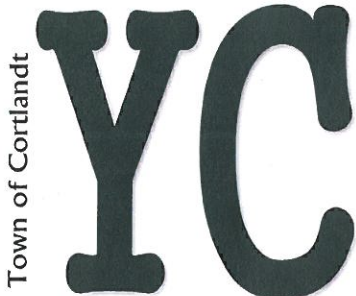
A deposit of \$150 is required to secure your above date. At the end of the party, Youth Center staff will inspect the rooms used for cleanliness and any damage. Your deposit will be returned to you on the next business day as long as there is no damage and the condition of the building is good.

**NO ALCOHOLIC BEVERAGES MAY BE SERVED & NO SMOKING ALLOWED ON THE PROPERTY.**

Do not hesitate to contact Katherine with any questions or concerns at 914-736-0498.

<p>The fee is:</p> <p>\$ _____ Deposit: \$150</p> <p>\$ _____ Rental Fee: \$150</p> <p>\$ _____ Rock Wall: \$100 (Optional)</p> <p>Total Due: \$ _____</p> <p>Total Paid: \$ _____</p>	<p>Paid by: CASH or CHECK #: _____ (Make checks payable to Town of Cortlandt Recreation)</p> <p>Rentee's Signature: _____</p> <p>Staff's Signature: _____</p> <div style="background-color: #90EE90; padding: 5px; border: 1px solid black; text-align: center;"> <p><b>Deposit Returned</b></p> <p>Date: _____ Staff Initials: _____</p> </div>
--	--

### CONTRACT FOR THE USE OF TOWN OF CORTLANDT YOUTH & RECREATION CENTER



3 Memorial Drive, Croton-on-Hudson  
914-736-0498 · www.townofcortlandt.com/yc

**TO WHOM IT MAY CONCERN:** The undersigned requests approval of this application for the use of the Cortlandt Youth & Recreation Center room facilities and equipment as described below and submits the following information. The organization or person must adhere to the Town of Cortlandt Policy for use of the Youth & Recreation Center Room. They agree specifically to provide proper control and protection to insure safety, to provide adult supervision for all minors at all times, to be financially responsible for all damage to the property, to adhere to all fire rules and regulations, and not to exceed the established capacities. The undersigned hereby certifies that he/she has read and will be responsible for the conditions of the Town of Cortlandt Policy for the use of the Youth & Recreation Center Building. Only organizations/families located within the Town, or at least 51% of the membership consisting of Town residents may use said building by applying for and obtaining approval to use the facility. Please note for the safety of all participants the Youth & Recreation Center is under video surveillance.