

**AMHERST YOUTH FOUNDATION RENTAL AGREEMENT**

Names/Group \_\_\_\_\_ Date of Rental \_\_\_\_\_

Address \_\_\_\_\_ Phone (home or work) \_\_\_\_\_

Email: \_\_\_\_\_ Phone (cell) \_\_\_\_\_

The Amherst Youth Foundation has agreed to rent to the above named person or group the following areas located at the Youth & Family Center, 5005 Sheridan Drive, Williamsville, New York 14221.

- Banquet Hall Yes \_\_\_\_\_ No \_\_\_\_\_
  - Coffee House Yes \_\_\_\_\_ No \_\_\_\_\_
  - Kitchen Yes \_\_\_\_\_ No \_\_\_\_\_
  - Pavilion \* Yes \_\_\_\_\_ No \_\_\_\_\_
  - Mini-Gym\* Yes \_\_\_\_\_ No \_\_\_\_\_ (You must provide adult supervision in the gym AT ALL TIMES)
- (\* Pavilion and Mini-gym require additional hourly cost)

**Time building is needed - Hours of Rental:** \_\_\_\_\_ **to** \_\_\_\_\_. **TOTAL HOURS:** \_\_\_\_\_

You will NOT be let into the building before your paid for time. MUST INCLUDE Set-up & Clean-up time.

**Terms and Conditions:** The rental shall not exceed the hours set forth above: The renter agrees not to use the facilities for any purpose other than \_\_\_\_\_. Renter may not assign or sub-rent this rental. There is no smoking nor servicing of alcoholic beverages allowed within the facility or on the premise. Special permission may be obtained for serving alcohol providing absolutely no one under the age of 21 is present for the event and an alcohol permit from the State is obtained.

Amherst Youth Foundation will provide adequate heat, electric and water service for the premises (pavilion excluded.)

Will food/beverages be served? \_\_\_\_\_ How will they be supplied? \_\_\_\_\_

Will music be played? \_\_\_\_\_ How will it be provided? \_\_\_\_\_

Will a PA System be used? \_\_\_\_\_

Will tables be needed? \_\_\_\_\_ How many? \_\_\_\_\_

(16 long tables are regularly in Main Hall ; coffeeshouse has smaller café style tables that can be pushed together)

Will chairs be needed? \_\_\_\_\_ How many? \_\_\_\_\_

Number of expected Attendees: \_\_\_\_\_

**Rental Cost:** \$ \_\_\_\_\_ (\$ \_\_\_\_\_ per hr x \_\_\_\_\_ hours). Payable in full no less than fourteen (14) days in advance of event.

Deposit: \$ \_\_\_\_\_ paid herewith. **NO DATE HELD WITHOUT A DEPOSIT.**

Check payable to *Amherst Youth Foundation* or charge card accepted (Visa, MC or Discover). **NO CASH ACCEPTED.**

Deposit will be forfeited in case of cancellation. **REMAINDER DUE:** \$ \_\_\_\_\_ by this date: \_\_\_\_\_

Renter assumes responsibility for any and all damage to the facility and its contents. Amherst Youth Foundation will not be responsible for any lost or damaged articles left on the premises following the event. Checks returned for insufficient funds will be charged \$20.00 to cover our bank fees and handling/collecting of funds by the Amherst Youth Foundation Smoking is not permitted in the building or on the premise. **No alcoholic beverages** may be brought on the premises unless given prior approval by the Amherst Youth Foundation. Attendance is limited to the safe capacity of any room or facility. Renter will indemnify and hold Amherst Youth Foundation harmless from and against all claims, actions, and expenses of any kind (including attorneys fees and court costs) which Amherst Youth Foundation may pay or Foundation may pay or incur by reason of injuries or loss occurring to people or property resulting from any action or failure to act by the renter and/or renter’s employees or invitees. **For events over 25 people, a separate \$100 check is required as a cleaning & damage deposit, to be returned to the renter within 10 days if the rental ends with the building in its original pre-rental condition.**

**Organizational renters** will provide a **Certificate of Insurance** naming the Amherst Youth Foundation as an insured or additional insured in an amount satisfactory to Amherst Youth Foundation.

**Private individuals** must provide **proof of homeowners/renters insurance** that is valid for the date of the rental.

The parties agree that this agreement represents the entire understanding of the parties and may only be changed in writing signed by both parties. This agreement is entered into in the State of New York.

\_\_\_\_\_  
Renter

\_\_\_\_\_  
For Amherst Youth Foundation

**The following Regulations for use of the Youth & Family Center  
are established by the Amherst Youth Foundation**

Permits for the use of the Center are issued to an individual for an organization/group. The individual who signs the Rental Agreement shall supervise all participants in the activity, and be responsible for the proper use of the facility. The Signee, or a representative approved by the Amherst Youth Foundation (AYF), shall be present whenever the facilities are being used under the Rental Agreement.

**The AYF Building Supervisor shall have the authority to make final decisions on any questions not covered otherwise.**

- **The applicant is responsible for payment for any damage to the building, grounds or equipment.**
- Any equipment/material to be brought into the building/grounds must be approved by the Building Coordinator or the Building Supervisor.
- Smoking is not permitted in the building or on the premise.
- The use of open flames is not allowed.
- **No alcoholic beverages are allowed without prior approval of the AYF with special use permits. If alcohol (wine, beer or other) is discovered at an event without a permit, the Town of Amherst Police will be immediately contacted by AYF.**
- Attendance shall be limited to the safe capacity of any room or facility.
- The Building Supervisor has final responsibility for maintaining the security of the premises, including unlocking & locking the doors.
- **The Building Supervisor is not responsible for supervision of the activity/participants.**
- The building will open & close only at the times stated on the Rental Agreement. If more time is needed for set-up or clean-up, it needs to be scheduled & paid for.

I have read & understand all the regulations & I agree to abide by them.

Organization: \_\_\_\_\_ Date: \_\_\_\_\_

Applicant Title: \_\_\_\_\_ Signature: \_\_\_\_\_