

ROOM RENTAL AGREEMENT

Please note: This agreement is not valid unless signed by both parties and paid in full

Event Date: _____ Start Time: _____ End Time: _____

Location: UCH River Room

Event Name: _____ Event Type: _____

Organization & Address: _____

Event Coordinator _____ Phone #: _____

E-mail _____

FEES \$ _____ Total (Room Rental fee \$ _____ X _____ Days)
 \$ _____ Check payable to New York State OPRHP

CARRIAGE HOUSE	PER DAY
RIVER ROOM-1 st level	\$ 150
UPPER – Conference room	\$ 200

Number of guests: _____

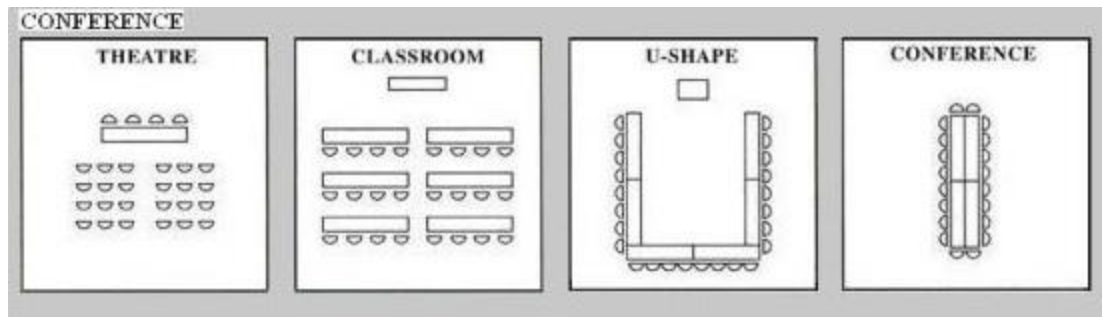
PARKING: TOTAL \$ _____

PRE-PAID VUF: _____ X \$8 State Vehicle Use Fee

BUS (15+ passenger vehicles): _____ X \$75

Styles are only for the Upper – Conference room

Please circle the proper setup



[Signature Required on Page 2 of rental agreement]

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PLEASE READ AND INITIAL AGREEMENT TERMS AND CONDITION SECTIONS

Cancellations

- "No Shows" are not entitled to a refund.
- Cancellations with 30 or more days' notice prior to the event date will be entitled to a full refund, less a \$10 administrative fee.
- Cancellations with less than 30 days' notice and/or due to inclement weather during the above listed date may submit a written request for a refund. Refunds are at the discretion of Park Management. If approved, a refund of 50% of the cost of the permit, less a \$10 administrative fee, will be issued to the applicant. Written requests for refund should be sent to Bayard Cutting Arboretum, P.O. Box 907, Great River, NY 11739. Requests for refunds must be received within 90 days of the above listed event date.
- Cancellation of event based on, but not limited to, weather conditions or factors such as utility failures (ie. septic system, electricity, heat, water) or any situation that is deemed potentially hazardous/unsafe, is at management's discretion.

Terms & Conditions

- Participants must park in designated parking areas only and pay posted Vehicle Use Fee.
- Start and End times must be in keeping with standard Arboretum operational hours.
- Use of music, microphones, or any high-decibel sounds, should be maintained at levels that do not interfere with other events, visitors, or Arboretum staff projects.
- Room must be left in the same condition as found; damage will be assessed and charged.
- If renter wishes to bring table covers or other supplies, they may do so at their expense and only with approval of Bayard Cutting Arboretum Management.
- Do not hang, nail, or tape anything to walls, fixtures, or furniture.
- Posting signage on Arboretum grounds is prohibited, or any actions that would cause damage to property.

No Smoking Policy

- Smoking, e-cigarettes, or vaping are strictly prohibited in the Arboretum except the parking lot.

A/V Equipment

- Audio / Visual equipment is not provided as part of room rental agreement.

Food Service

- Outside food or beverages (including alcohol) are not permitted.
- Use of kitchen is not included in room rental agreement.
- Food Service must be provided by approved facility concessionaire (arrangements made with) Hidden Oak Café (631) 277-3895.

PRINT Name: _____

Signature: _____ Date: _____

BCA APPROVAL: _____ DATE: _____