



SINGLE USE EVENT RENTAL POLICIES & AGREEMENT

BOOKING PROCEDURE:

1. Copies of this form are available outside the Program Coordinator office on the second floor of the Poughkeepsie Underwear Factory at 8 N Cherry Street, by email request to UnderwearFactory@hudsonriverhousing.org or for download online at www.middlemain.com. Information about available hours can also be found online at www.middlemain.com/kitchen.
2. Submit this completed form to the Program Coordinator at the Poughkeepsie Underwear Factory. It is possible to schedule a tour of the space with the Program Coordinator of the Poughkeepsie Underwear Factory if needed.
3. Pay part of full price and provide insurance (if applicable) at time of booking. Security deposit paid will contribute to overall amount due and will confirm date and time of booking.
4. 1 Week prior, provide remaining booking payment. Renter will pay deposit for key fob and receive key fob for access to the facility. Renter will pay refundable security deposit.

CONTACT

Name / Company Name:

Primary contact information/ phone number for during the event:

EVENT DESCRIPTION

Date and time of event (including time needed for event set-up): _____

of Guests Expected: _____

Brief Description of Event:

SUPPLIES AND EQUIPMENT NEEDS

What aspects of our facility will you need for your event? *(Please check all that apply.)*

___ Gathering space with tables and chairs

___ Access to equipment for cooking activities

___ Extra tables and chairs

___ Access to the lower level prep space for non-cooking activities

___ Access to the Community Hub Sound System

___ Large TV screen for presentation

As a matter of routine maintenance and stocking, Hudson River Housing will provide cleaning supplies and security for Renters & Events. Please be aware that there are cameras in all of the cooking and prep areas including the lower level. This is for everyone's safety and well-being. Available cleaning supplies will be in clearly labeled locations in the Community Hub space.

The Renter is required to supply whatever else they may need for their event, including aluminum and plastic wraps, eating and food preparation utensils, dishes, etc. **Do not touch supplies and equipment in the Poughkeepsie Underwear Factory that is not clearly labeled as available for public use.**

I understand that it is my party's responsibility to supply whatever else may be needed for my event. My party will not disturb private equipment and supplies in the kitchen under any circumstances.

_____ (Renter's Initials)

ALCOHOL POLICY

Do you intend to serve alcohol at your event? If so, what kind? _____

Renters are not permitted to serve alcohol at events that are open to the public. If the Renter wishes to serve alcohol at a public events (fundraisers, meetings, seminars, etc.), they will need to hire a licensed Hudson River Housing staff member to serve or provide proof of hiring a catering company with a bartending license. Rates and fees for bartending service are outlined in the **Rates and Fees** section of this document.

Beer, wine and hard cider are permitted at private events. Liquor is not permitted.

I understand that I must follow the regulations set in Hudson River Housing's alcohol policy. I will not under any circumstance serve liquor, and I will notify Hudson River Housing with at least 21 days' notice if I need a bartender for my public event.

_____ (Renter's Initials)

TECHNOLOGY POLICY

If the event requires the use of the Hudson River Housing's large screen TV or the Community Hub sound system, the Renter is responsible for paying for any repairs or damages to the equipment.

The password and instructions for the equipment will be shared one week prior to the event.

The Renter should arrive at 4 pm the day of the event to connect their computer to the TV in order to have time to run a test. The Renter will need to coordinate with the event superintendent to take the TV back to the storage closet at the end of the event.

I understand that it is my party's responsibility to pay for any technology repairs or replacements that are needed as a result of misuse or damage.

_____ (Renter's Initials)

CLEANING POLICY

Renters are responsible to clean up after their own events. Renters will be given a **Post-Event Clean-up Check List** to check off, sign and return to the Program Coordinator of the Poughkeepsie Underwear Factory following the use of the space.

Hudson River Housing will conduct daily inspections each morning including assessment of supplies and equipment. Organizations holding events assume responsibility for any damage to the space, contents, or equipment used will be charged for any necessary repairs or replacement above and beyond security deposit and any cleaning charges levied.

If Hudson River Housing staff is required to clean the premises post-event for any reason, the renter is at risk of forfeiting their security deposit. HRH reserves the right to determine at our sole discretion that the space is adequately cleaned and no damages have occurred.

I understand that it is my party's responsibility to clean up after my event using the Post-Event Clean Up Checklist, and that failing to do so may result in forfeiting of my security deposit and possible additional charges.

_____ (Renter's Initials)

FACILITY ACCESS

The Poughkeepsie Underwear Factory is open to the public Monday - Friday 8:00 am – 4:00 pm. During this time, the North and West doors are unlocked for public access. For events that take place after hours, the North door will be unlocked for public access and should be used exclusively. The only exception to be made is for handicapped

guests in need of ADA accessible entrance, which will be made available via the West Door.

Renters will temporarily receive a key fob 1 week prior to the event that will allow them access to the space *during their specific rental hours*. The doors will be unlocked for the time frame you reserve for the event, *so be sure to reserve enough time in advance to set up the space*. A **\$25** key deposit will be charged. It will allow access to the main entrance and the kitchen (North Door) entrance. Fob must be returned to the POK staff upon after the event, or Renter shall be charged replacement costs.

SAFETY AND SECURITY

Please be aware that there are cameras throughout the space. This is for everyone's safety and well-being. There will be an event superintendent present during all events.

In the case of a maintenance emergency, please call Hudson River Housing's Department of Maintenance and Facilities at 845-452-0019.

Please report suspicious behavior. In the case of medical or safety emergency, please call 911. The phone number for the Program Coordinator of the Poughkeepsie Underwear Factory is 845-337-0263. The Program Coordinator can be reached by email at UnderwearFactory@hudsonriverhousing.org.

CANCELLATION POLICY

Event can be cancelled up to 7 days before the event. Cancellation notice received after this point will be void and the Renter will still be responsible for paying for the hours reserved.

I understand that I only have access to a refund until 7 days before my event.

_____ (Renter's Initials)

RATES AND FEES– Updated January 2019

Current rates are provided at registration and as they are updated. Refer any questions to the Program Coordinator at the Poughkeepsie Underwear Factory. A 20% discount will be given to residents of the City of Poughkeepsie and non-profits organizations at check out. Residents must provide valid proof of residency in the name of the event renter who assumes responsibility for use of the space and all costs.

PRICING

	Parties of less than 30 people		Parties of more than 30 people	
	Hourly Rate	(Refundable) Security + Key Fob Deposits	Hourly Rate	(Refundable) Security + Key Fob Deposits
Community Hub Only	\$50/hour	\$125	\$50/hour	\$225
Community Hub + Kitchen	\$75/hour	\$325	\$75/hour	\$325
Kitchen Only	\$25/hour	\$125	\$25/hour	\$325

Additional Fees

If cleaning/ damage costs are assessed:

Clean-up fee of \$25/hr plus the cost of any damages will be charged.

Alcohol Service

Are you serving alcohol at an event that is public? The Program Coordinator will provide a list of HRH's Alcohol service packages. Renters serving alcohol can choose from this list or provide proof of contract with a catering company licensed to bartend.

HRH Package: _____ OR I will provide proof of contract: _____

TOTAL:

# of Hours	Rental Rate	Security Deposit	Alcohol service, if applicable	Total
(_____ X _____)	+	_____	+	_____ = _____

Please make payments out to Hudson River Housing Inc. It is possible to pay by check, cash or card.

REGULATIONS

- This is a smoke and drug free facility.
- Renter will adhere to Hudson River Housing's set Alcohol policy.
- Users are responsible for any damage to the facility and/or contents of fixtures. All damages must be immediately reported to the Program Coordinator at the Poughkeepsie Underwear Factory, whose information can be found on the front of this document.
- The space must be left in a neat, clean and orderly condition according to the expectations listed on the Post-Event Clean-Up Checklist.
- The renter is responsible for bringing whatever supplies outside of what is listed above for their own event. Do NOT touch private supplies and equipment stored in the POK.
- Hudson River Housing is in no way responsible for any personal injuries, property damages or other liabilities that may be incurred during the use of the facility. Renter agrees to release indemnity and hold Hudson River Housing harmless of any such damages.
- If the Renter would like to access to Hudson River Housing's technology during the event, the Renter will need to fill out a separate request form and sign off responsibility for any damages incurred during the event.
- Hudson River Housing reserves the right to terminate the contract or deny booking of any events. The Community Hub cannot be reserved for political events.

RENTERS AGREEMENT

I have reviewed the above policies and regulations with a Hudson River Housing staff member. I agree to pay the amount required for my initial booking and any additional fees incurred as a result of damages, theft, or unclean conditions after my event.

Printed Name: _____

Company Name: _____

Signature: _____ Date: _____

HRH Staff Printed Name: _____

HRH Staff Signature: _____ Date: _____