

APPLICATION & AGREEMENT TO USE PUBLIC SPACE

Today's Date: _____

Choose one:

Station No. 1 ___ 100 Millwood Rd. Firehouse Tour YES NO

Station No. 2 ___ 366 Croton Dam Rd. Firehouse Tour YES NO

Date of Event: _____ Time of Event: _____

Event Name: _____

Name/Renter: _____

Address: _____

Phone: _____ Email: _____

Steward's Name: _____ Phone: _____ (FD will supply)

FEES:

- Security deposit (\$250.00) should be made out to **MILLWOOD FIRE DISTRICT**
- Security deposit should be mailed to: 100 Millwood Road, Attn. Room Rental, Millwood, NY 10546
- Room Rental Fee (Use the chart on the next page to calculate fee) payable on day of event to: **MILLWOOD FIRE COMPANY #1**
- Payment to the Steward will be made directly to them on the day of the event (\$25/hour including set-up time)

Expected Number of Attendees: _____ (Maximum is 60 persons)

There shall be one adult per (5) children under the age of (18).

The requestor shall acknowledge that all space is booked on a first come first served basis and that is there is a fire call, there is no guarantee that there will be fire trucks on premises.

Cancellation Policy: Should your group have to cancel out for any reason, please notify the Millwood Fire District as soon as possible and no less than one week in advance. Failure to do so may result in loss of future use privileges.

Insurance Requirements: \$1M liability can be obtained by contacting your insurance company. Inform them that you plan on hosting an event at a local firehouse and they require 1M liability insurance for the event.

Steward: The District reserves the right to add additional stewards to the facility based upon the applicants request at the expense of the group making the application if attendance is expected 25 persons or more.

The steward is only present to assist you with your use of the facility and to be sure the use is consistent with our building use policies. He/she is not responsible for set up or clean up. The steward is required to check the building in your presence. The steward is to be paid directly by the requestor on the day of the event.

Alcohol and Smoking are prohibited.

Parking: All vehicles associated with the party must park in the rear lot, located on the North part of the building. (See attached map)

Access: It is understood that the requestor and guests will have access to only the following rooms: the public room, upstairs restrooms, and the apparatus bay accompanied by a steward.,

Tables, Chairs & other Equipment: Twelve (12) tables and forty (40) chairs are available for use. All other equipment is not available for private party usage. This includes, but is not limited to the; television, computer, stereo, and overhead presentation system.

Additionally, there are 10 (60) inch round tables and 60 foldable chairs which a renter may use which can be provided for an additional fee of \$50. No table clothes will be provided.

Antique Fire Engine: Steward will enforce a no touch policy.

Please Note the Following:

I, the undersigned being over 21 years of age, and having read the rules and regulations for this application and the above, hereby acknowledge the foregoing and agrees to be responsible to the Millwood Fire District for the use and care of the facility used and furthermore agrees to indemnify and hold the Millwood Fire District, its employees and all related officials harmless from any expense and/or liability for any and all loss, damage or injury to person (s) or property by reason of or arising out of the use of the space and/or the serving or consumption of alcoholic beverages.

This Hold Harmless Provision shall be liberally and broadly construed and applied in favor of the Millwood Fire District regardless of cause or injuries sustained.

I, the undersigned, in consideration of permission given to us to use the above requested facility, agree to take due care of the premises and to be responsible for any loss or damage to property and/or equipment.

I have read and agreed to abide by the Rules and Regulations listed on this form.

Signature: _____ (Requestor) Date: _____

Approved By: _____ (MFD) Date: _____

USER	EVENT
New Castle Community Group, 501c3, 501c4, or Community Homeowners Association	<ul style="list-style-type: none"> • Application • No insurance requirements • No fee for facility use No security deposit required
Resident of the Millwood Fire District	<ul style="list-style-type: none"> • Application • Insurance requirement: \$1M liability • Fee for facility use: <ul style="list-style-type: none"> ○ \$25/hr. for a FD steward ○ \$50/hr. for the room ○ Minimum 2 hours \$250 security deposit
Resident of New Castle	<ul style="list-style-type: none"> • Application • Insurance requirement: \$1M liability • Fee for facility use: <ul style="list-style-type: none"> ○ \$25/hr. for a FD steward ○ \$100/hr. for the room ○ Minimum 2 hours \$250 security deposit
Non-Resident of New Castle	<ul style="list-style-type: none"> • Application • Insurance requirement: \$1M liability • Fee for facility use: <ul style="list-style-type: none"> ○ \$25/hr for a FD steward ○ \$150/hr for the room ○ Minimum 2 hours \$250 security deposit