

Hall Rental Information/Application
Historical Society of the Town of Middletown (HSM)
778 Cemetery Road, Margaretville, NY 12455

The HSM hall and its grounds are available from April 1 through November 15 for parties, receptions, meetings or other functions held by individuals, businesses or non-profit organizations as approved by the HSM Executive Committee. The facility is not available on holidays or on dates when HSM has scheduled a program or activity.

The Hall accommodates a maximum of 77 people. Seven 8-foot rectangular tables seat 8-10 people each. Folding metal and wooden chairs are available.

The hall is handicapped accessible, but restrooms are small and cannot accommodate wheelchairs.

There is unmarked onsite parking.

Terms of Use

Fee and Deposit:

Rental fee is \$100 for all or any part of a day, plus \$50 refundable deposit. Reservations must be made at least one month in advance of event. Payment of \$150 and signed use contract are due within 2 weeks of reserving the date, or reservation is cancelled. Fee may be reduced or waived at the discretion of the HSM Executive Committee.

Upon inspection of the hall and grounds by an HSM representative, deposit will be returned within 2 weeks of event. Damage to furnishings, appliances, floors or walls, or failure to abide by any of the following rules, will result in forfeiture of deposit. Cancellation of event by the renter less than two weeks before the event may result in forfeiture of deposit.

Liability:

HSM is not responsible for loss or damage of personal property of renter, guests or vendors on day of event.

Proof of insurance showing \$1 million liability coverage is required from non-profit or commercial entities renting the hall. HSM must be added as additional insured on renter's policy. All renters, including private individuals, must sign a release holding HSM harmless for injury or damages resulting from the use of the facility.

Food and Beverage:

Food must be catered or prepared offsite. HSM kitchen has refrigerator, small microwave and electric range/oven to heat foods before serving. Renters provide their own tableware, dishes, cups, flatware and table covers. Some serving and table accessories are available on request.

Beer and wine are allowed; no hard liquors permitted.

Entertainment:

Bands or DJs are permitted inside the hall only. Volume must be moderated out of respect for neighbors.

Tents/canopies/portajons:

Outdoor shelters may be used but size and location are subject to approval by HSM Executive Committee. Portable toilets may be required for groups of more than 50 people.

Set-up and Use Times:

Rental fee covers the use of the hall for one day only, 8 a.m. to midnight. Inspection of the hall can be arranged in advance, but set-up and break-down/cleanup must be done the day of the event. All events

must end no later than midnight. Key must be returned to HSM representative within the following 48 hours.

Clean-up

Renter is responsible for removing all decorations, garbage and recyclables from premises at conclusion of the event, and for taking down and stacking all tables and chairs unless advised by HSM that it is not necessary. All lights and appliances must be turned off, and doors locked, at conclusion of event.

No smoking/fires

Absolutely no smoking within the hall. The fireplace may not be used, nor firepits used outdoors, without expressed permission from HSM Executive Committee.

Pond

The pond shall NOT be used for boating or swimming. Shore fishing may be permitted upon request.

Telephone:

There is no land line at the HSM Hall, but cell service is available. Renters should bring cell phone(s).

APPLICATION TO RENT
Historical Society of the Town of Middletown Hall

*Mail form to HSM, PO Box 734, Margaretville, NY 12455
or deliver to any HSM Executive Committee member*

Organization/Individual/Group

Applicant Name _____

Home, Work and Cell Phones:

Email _____

Postal Address _____

Type of Function: _____ Event Date Requested: _____

Number of people who will attend:

What time will you set up?

What time will event end?

Special considerations/requests?

For office use

HSM Board Action: Approved _____ Denied _____ Date _____

Stipulations/requests granted: _____

Rental fee \$100: Paid _____ Date _____

Deposit \$50: Paid _____ Date _____

Key provided: Yes _____ No _____

Key returned (date, to whom) _____

Remarks: