

**Town of Owasco- 2 Bristol Ave, Auburn NY 315-253-9021  
2023 Shelter Rental Application**

Today's Date: \_\_\_\_\_

Name of Organization or Individual (**PLEASE PRINT**): \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Email: \_\_\_\_\_

Telephone: (Day) \_\_\_\_\_ Cell: \_\_\_\_\_ Alternate: \_\_\_\_\_

**Event- Day:** **Mon, Tues, Wed, Thurs., Fri, Sat, Sun,** Month: \_\_\_\_\_ Date: \_\_\_\_\_ 2023

Shelter address for invites: 7194 Owasco Rd, Auburn NY 13021

**SHELTER RENTAL HOURS 8AM-8PM - YOU MUST VACATE BY 8 PM**

**INFORMATION ABOUT YOUR INTENDED USE OF THE SHELTER: 200 GUEST MAXIMUM**

Purpose of Use: \_\_\_\_\_ Total Guest \_\_\_\_\_

**NON Owasco Residents Must Have an Owasco Resident Sponsor.**

Sponsor: \_\_\_\_\_ Address: \_\_\_\_\_ Phone \_\_\_\_\_

Sponsor accepts all responsibility for any damage or cleanup left by the by the renter \_\_\_\_\_.

Failure to pay the damage fee will result in a levy onto you county/town tax bill. \_\_\_\_\_.

Sponsor signature: \_\_\_\_\_

**Rental Fee Week Days Monday- Thursday- \$100.00 (I.D. required)**

**Weekend Fee Friday – Sunday Owasco Residents \$250.00  
Non-Residents \$350.00**

**Side Curtains:** The shelter is equipped with side curtains for inclement weather, there is a **\$25.00 Deposit** if you would like to utilize this feature. Deposit will be returned as long as the curtains are retracted back up.

**If you cancel your event you will not receive a refund unless the shelter is re-rented for that date.  
You will then only receive half of the rental fee!**

**WILL ALCOHOL BE PROVIDED BY YOU? ☐ YES ☐ NO**

**Should alcoholic beverages be served**, I agree to provide a **certificate of insurance**, at the time this application is submitted, naming the Town of Owasco and me as insured parties. Said insurance shall be in the minimal amount of \$1,000,000 for liability relative to any negligent acts committed by myself, my agents and/or representatives and/or licensees and/or permittees on the premises during the time of my use thereof. In all other respects, I agree to hold the Town harmless and to pay for the cost of the defense of the Town in the event that I and/or the Town are named as party defendants in any action arising from the negligent acts of the aforementioned parties.

**Intoxication:** I do hereby expressly agree that no member of my party shall be allowed to become intoxicated so as to create the possibility of harm to either himself or others. In the event any person in my party should harm himself or others thereby giving rise to such a claim, I shall hold the Town of Owasco harmless and/or indemnify the Town for any judgment, which may result. If alcoholic beverages are in fact to be served on the premises, I shall provide a certificate of insurance protecting the Town and myself from any such action.

**Smoking:** No tobacco smoking, No Vaping, No E- Cigarettes, No Marijuana usage. The shelter is adjoining the public playground.

**Live Music & or Inappropriate Music:** Live music is prohibited without prior approval, and any and all music with objectionable language and or profanity is prohibited. You can be ejected from the premises without a refund, again there are children on the playground.

**Parking:** The town has built a new parking lot behind the shelter you must agree that you & all your guests will park in this parking lot **only!** Do not block the roadway leading up to the Shelter, which is east of the Fire Department and **further agree NOT to park in the Fire Department parking lot.** Vehicles parked in the Fire Dept. area will be **towed** at your or the owners expense.

**Trash Removal & Cleanup:** The Shelter rental is a carry in carry out facility, (you must take it with you)!  
You or the sponsor will be billed if the trash is left or the shelter is left unclean.  
Shelter must be left in broom swept condition. **You must bring your own trash bags!**

**Table Coverings:** are not to be stapled to the tables, or attached by any other permanent method.

**Reminder you are in a residential neighborhood, please be respectful.**

**AGREEMENT:**

The undersigned is over 21 years of age and has read this form and attached regulations and agrees to comply with them. He/she agrees to be responsible to the municipality for the use and care of the facilities. He/she, on behalf of the Organization does hereby covenant and agree to defend, indemnify and hold harmless the Town of Owasco from and against any and all liability, loss, damages, claims, or actions (including costs and attorney's fees) for bodily injury and/or property damage, to the extent permissible by law, arising out of or in connection with the actual or proposed use of the Town of Owasco property, facilities and/or services by **Organization**. Any renter who does not comply with the requirements can be denied future use of the facility.

**IN WITNESS WHEREOF**, I do hereby ascribe my signature as applicant and/or representative of the above organization, and agree to the rules, regulations and conditions as set forth on Page 1 & 2 of this application.

Signature \_\_\_\_\_ Date \_\_\_\_\_.

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***It is necessary that you pick up the **keys** to the bathrooms and trash can shed at the Town Hall Monday – Thursday (8 a.m. - 4 p.m. and **Friday 8:00 a.m. – 12 noon**) during the week before you use the Shelter.***

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**Should you need to reach the town while you are hosting your event and have an URGENT matter you may call the Towns Emergency phone # 315-255-6094 This is not for common questions.**

Paid \$ \_\_\_\_\_ Date \_\_\_\_\_ Town Clerk \_\_\_\_\_  
Check # \_\_\_\_\_ Key # \_\_\_\_\_