

LICENSE AGREEMENT

Yorktown Community and Cultural Center 1974 Commerce St., Yorktown Hts, NY 10598
Center Hours: Mon- Fri. 7:00am -10:00pm, Sat 8:30am-4:00pm. Closed Sun.

Name of Licensee: _____ Contact: _____

Address: _____ Phone number: _____

Type of event: _____ Room: _____

Date(s) of event: _____ Start Time: _____ End Time: _____

- 1) Licensee shall provide an original certificate of liability insurance with a minimum of \$1,000,000 in liability, naming the Town of Yorktown, located at 363 Underhill Avenue, Yorktown Heights, NY 10598, as additionally insured. **Rec'd:** _____
- 2) Licensee shall submit a \$200.00 refundable security deposit in the form of a check made payable to The Yorktown Community and Cultural Center. No cash will be accepted. **Rec'd:** _____
- 3) License fees will be charged according to the following schedule:
Room: _____ **Fee per hour \$** _____
- 4) Licensees requiring building use during non standard hours must pay for staff coverage. Minimum number of hours may apply. **Non standard hours required:** _____ **Fee per hour:** \$75.00
- 5) Cancellations shall be communicated in writing by the licensee to the Yorktown Community and Cultural Center Office Manager no less than ten business days prior to the event in order to receive a refund.
- 6) Licensee is responsible for the set-up and clean-up of the room, including broom sweeping, if needed. Each room has a diagram posted and the renter must replace all items in the room to their assigned places and place all garbage in the garbage pails provided. YCCC maintenance staff will remove the garbage from the room.
- 7) Licensee must obtain approval from the custodian before using any type of tape, tacks, or nails to hang signs or decorations.
- 8) Licensee will not congregate or loiter in hallways or stairways.
- 9) Licensee will use the bathroom closest to the rented room.
- 10) Licensee will throw out any unused clean ice outside the building, at curbside, not into the commodes or sinks.
- 11) Alcoholic beverage consumption is prohibited without a permit.
- 12) Licensee will reserve the room for the entire period of time needed including set-up and clean-up time for event.

Licensee agrees to abide by all rules and directives of this license:

Licensee signature: _____ Date: _____

Office Manager Signature: _____ License issuance date: _____