

**TOWN OF PARMA V.F.W. POST 6105  
550 PECK ROAD, HILTON, NY 14468  
LODGE UTILIZATION AGREEMENT**

**Contact Information (Please Print)**

VFW Member:  Active

Inactive

Name \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Day Phone \_\_\_\_\_ Alternate Phone \_\_\_\_\_

**Rental Information**

Regular Rental:

4 Hour Rental:

Date \_\_\_\_\_ Start Time \_\_\_\_\_ a.m. / p.m. End Time \_\_\_\_\_ a.m. / p.m.

Type of Activity/Event \_\_\_\_\_

Anticipated Attendance \_\_\_\_\_ (Group size limited to 130)

Will alcohol (beer, wine and wine coolers only) be served? Yes \_\_\_\_\_ No \_\_\_\_\_ (If yes, fill out alcohol permit)

Special Circumstances \_\_\_\_\_

Rental fees will be levied according to the fee schedule. All fees will be due at the time of submitting the application. Cancellations must be made thirty (30) days prior to the scheduled event to receive a refund. There will be a \$30.00 processing fee deducted from your refund.

The \$100.00 security deposit paid with your reservation will be returned at the next bill paying session of the Parma Town Board (usually around the 15<sup>th</sup> of the following month), providing that the building, all equipment, and grounds are found to be in the same condition as when occupied by said party. A charge will be assessed from the deposit for any damages that have occurred. Damages must be reported to the Town Clerk's Office by 12 noon of the next business day.

Any organization which leases or uses parts of any building or grounds, except solely for meetings, picnics or celebrations, shall have in effect and supply proof of general liability insurance coverage.

This shelter shall NOT be used for personal profit.

If air conditioning is used, all doors/windows MUST be closed.

Renters are expected to leave the facility as they received it. All persons will be responsible for cleaning and restoration of area after event. All damages must be reported.

Alcoholic beverages are permitted as specified in the Alcohol Permit, in the shelter and the immediate area of this rental facility, provided all those who consume alcoholic beverages comply with legal New York State drinking age and that the proper alcohol permit has been completed and filed with the Town of Parma (no additional fee). The Town of Parma is not responsible for any liability arising out of an alcohol related incident.

If equipment, apparatus, decorations, animals, or other unusual items are brought onto this Town property, it must be so stated on this application, and all regulations set forth by the Town must be followed. (note under Special Circumstances) The Town of Parma is not responsible for any liability for damage to any material, supplies and/or equipment.

**Town attendant is responsible opening and closing the (locking and securing) facility for your event. Please be on time to meet the attendant and do not leave the building unattended during your event. Attendant can be reached by calling Tom at Reliable Cleaning (755-9111) and leave message for viewing, opening and closing.**

The party whose name appears on this application hereby assumes liability for all damages done to shelter, its contents, grounds, equipment, and supplies while occupying same and agree to indemnify the Town of Parma for all said damages. A signed indemnification agreement is required and must be received with the rental agreement. Same party agrees to observe all rules, regulations and policies outlined in this agreement. I have read all Rules and Regulations before signing this permit and agree to abide by them.

Signature of Responsible Party: \_\_\_\_\_ Date \_\_\_\_\_

- A \$20.00 fee will be charged for all returned checks. \*

FOR OFFICE USE \_\_\_\_\_

Permit# _____	Fee \$ _____	Security Deposit \$ _____	Total \$ _____	Paid by: Cash _____	Check# _____
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Date \_\_\_\_\_ Approved by \_\_\_\_\_ Entered: BAS \_\_\_\_\_ Calendar \_\_\_\_\_ Copies (3) \_\_\_\_\_ Ins. Indem. \_\_\_\_\_ Gen. Liab. \_\_\_\_\_

**Town of Parma**  
**1300 Hilton Parma Corners Road**  
**Hilton, NY 14468**

**Indemnity & Hold Harmless Agreement**

To the fullest extent permitted by law, the Renter shall indemnify and hold harmless, and defend the Town of Parma, the Owner and their agents and employees from and against all claims, or actions based upon property damage, personal injury resulting from any acts, omissions or any other matter whatsoever of the above mentioned renter, its members, guests and invitees, and anyone directly or indirectly employed by renter while on the premises of the Parma Town Park, Parma Town Hall and/or the Town of Parma Hilton-Parma Memorial Post #6105 VFW in the Town of Parma.

This agreement shall include indemnity to the Town of Parma for all costs, counsel fees, expenses or any other liability whatsoever, which may be incurred by the Town of Parma as a result of the above mentioned renter's use of the Town of Parma facilities. The Town of Parma is hereby named as an additional insured on a primary and non-contributory basis.

Renter:

Print Name \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

**V.F.W. Post 6105 Lodge**  
**Alcohol Permit**  
**for Beer and Wine**

Application Date \_\_\_\_\_

Individual/Organization/Group requesting permit \_\_\_\_\_

Organization or Group Representative's Name \_\_\_\_\_

Day Phone \_\_\_\_\_

Evening Phone \_\_\_\_\_

Rental Date \_\_\_\_\_

New York State Law states that alcohol cannot be dispensed to minors under the age of 21 years. Violators will be prosecuted.

The only alcoholic beverages allowed under this permit are beer, wine, and wine coolers.

BY SIGNING THIS PERMIT, I agree to the stated regulations of the lodge rental agreement pertaining to alcohol and assume responsibility for any damages or legal ramifications. The Town of Parma shall not be held liable for any alcohol related incidents resulting from applicant's use of said premises.

Signature (Must be 21 Years of Age) \_\_\_\_\_

Date \_\_\_\_\_

**V.F.W. POST 6105**  
**LODGE ACCOMMODATIONS:**

Lodge reservations are handled in person at the Parma Town Clerk's Office, Parma Town Hall, Monday, Tuesday, Wednesday & Friday 8:00 a.m. to 4:00 p.m. and Thursday 8:00 a.m. to 5:00 p.m.

FOR LODGE DATE AVAILABILITY  
 CALL THE TOWN CLERK'S  
 OFFICE AT 392-9461

TO SET UP AN APPOINTMENT TO  
 VIEW THIS FACILITY - CALL  
 755-9111 AND LEAVE A MESSAGE

Utilization Hours: 8:00 a.m. to 11:00 p.m.

- Full Service Kitchen
- Flush Facilities
- Accommodates Parties Up to 130
- Tables & Chairs included
- Air Conditioned

**V.F.W. POST 6105**  
**LODGE RATES:**

**FEES:** \$275.00 for more than 4 hours  
 or \$175.00 for 4 hours or less

or \$100.00 fee for any non-profit entity  
 (as already determined by the Town Board)

**SECURITY DEPOSIT:**  
 \$100.00 as specified in your  
 LODGE UTILIZATION AGREEMENT

**FEE AND SECURITY DEPOSIT MUST BE PAID**  
**AT TIME OF SECURING RESERVATION**  
**CHECKS MADE PAYABLE TO:**  
**TOWN OF PARMA**

PLEASE LEAVE THIS FACILITY  
AS YOU RECEIVED IT

LODGE CLEANING CHECKLIST

INSIDE:

- Tables cleaned and washed, placed back in proper configuration
  - Chairs cleaned and properly set up
  - Floors / walls clean and undamaged
  - Restroom floors cleaned and free of debris
  - mirrors cleaned, commodes flushed
  - Within kitchen all dishes, silverware and cooking utensils cleaned and stored
  - Counters, stove, oven sink, left clean
  - Floor swept clean, spills mopped up
  - All trash bagged, tied up & placed in dumpster
  - Towels folded or hung on sink to dry
- (NOTE: These are not cleaning towels)

OUTSIDE:

- Walls, gutters, shutters, roof, free of marks and undamaged
- Exterior lights undamaged
- Building, Lawn and Parking area free of debris
- Exterior lights undamaged
- Building, Lawn and Parking area free of debris

**CLEANING SUPPLIES ARE AVAILABLE AT LODGE**

Map



Parma Town Hall  
 Park & Athletic Complex  
 1300 Hilton Parma Corners Road  
 Route 259