



TOWN OF HAMLIN
APPLICATION FOR USE OF HAMLIN TOWN HALL GYM
Hamlin Recreation, 1658 Lake Road Hamlin, NY 14464
(585)964-7222

Name of Organization or Individual _____

Date Requested: _____ Time Requested: _____

Supervisor in charge: _____

Mailing Address: _____

Telephone: (Day) _____ (Night) _____

Purpose of Use: _____

Total Participants Expected: _____ Adults: _____ Children: _____

Are tables and chairs required from The Town of Hamlin? Yes _____ No _____

**Costs to repair/replace equipment/materials damaged during use by this group/individual will be the responsibility of the undersigned.*

RENTAL FEES

Gym use fees are \$15.00 per hour with an additional \$50 security deposit and must be paid to Hamlin Recreation prior to the event date. Dates are not guaranteed until gym rental fee is received. The security deposit will be refunded within 30 days provided there is no damage or clean-up required, **and the checkout form is signed by both renter and staff.** DO NOT leave before seeing a staff person at the end of your event. Cancellations must be made Ten Business Days prior to the scheduled event to receive a refund. A 25% processing fee will be deducted on all refunds. There will be a \$10 Change of Date fee.

GYM USE

The facility clean-up is the responsibility of the renter. Renter is responsible for garbage take-out. Tables and chairs must be put away, and floors swept/mopped and toilets flushed. ***Please Note – Gymnastic mats, equipment, toys, and cabinets are not to be used without prior approval.****

AGREEMENT

The undersigned is over 21 years of age and has read this form. He/she agrees to pay repair or replacement costs for any equipment/materials that are damaged by this organization/individual or its participants. He/she agrees to pay the rental fee and deposit and will abide by the clean-up requirement stated above. He/she agrees to be responsible to The Town of Hamlin for the use and care of the facilities. He/she, on behalf of this organization/individual and its participants does hereby covenant and agree to defend, indemnify and hold harmless The Town of Hamlin from and against any and all liability, loss, damages, claims, or actions (including costs and attorneys 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 Hamlin's property, facilities and/or services by themselves. "Hold Harmless Agreement" or a Certificate of Insurance must be included with this form.

Print Name: _____

Signature Today's Date: _____

Signature

REV. 12/2019