

**BRISTOL HARBOUR COMMUNITY CENTER FACILITY
RENTAL AGREEMENT**

30 Golfside Circle
Canandaigua, NY 14424
(P): 585-396-2700
(F): 585-396-1290

Resident Information:

Name: _____

Address: _____

Phone # _____

Today's Date: _____ Date Requested: _____

Organization: _____

Type of Function: _____

of People: _____ Time of Use: _____

Rental Rates:

(THIS MUST BE A SEPARATE CHECK FROM SECURITY DEPOSIT CHECK)

Bernice J. Caprini Great Hall: (Food is not allowed in this room)

4 hours: \$50.00 8 hours: \$90.00

Titus Meeting Hall:

4 hours: \$50.00 8 hours: \$90.00

Conference Room:

Resident: \$0.00 Resident Business: \$ 40.00

Combination- Great Hall and Meeting Hall:

4 hours: \$75.00 8 hours: \$140.00

DAMAGE/COMPLIANCE DEPOSIT FEE \$250.00

This must be submitted to the BHVA office before entry cards can be issued.

THIS MUST BE A SEPARATE CHECK FROM RENTAL CHECK

Refundable if conditions of rental are met:

- *Clean up completed
- *Time of use is met
- *Number of persons as is per above
- *This is a carry-in and carry-out facility. Do not leave recyclables behind

Cancellation: Full Refund Prior To 30 Days; Within 30 Days-1/2 Refund

DAMAGE DEPOSIT AND RENTAL CHECK WILL HOLD YOUR RESERVATION

Resident Signature: _____

Community Center

Committee Signature: _____

Amount Received: _____

CLEAN-UP CHECK LIST

THE ENTRY KEY MUST BE RETURNED TO THE MAIN OFFICE BY 9:00 AM
THE NEXT BUSINESS DAY

KITCHEN

- Empty refrigerator and freezer of foods, ice, etc. **Do not leave bags of ice in the freezer**
- Wipe countertops and sink
- Mop/sweep floor
- Clean stove and microwave (If Used)
- Remove all belongings from premises including trash and recyclables (Do not leave recyclables in the building)

GREAT ROOM AND MEETING ROOMS

- Return all tables and chairs to original positions
- Wipe down all tables
- Do not store chairs in the closets
- If you move chairs to the small conference room, they must be moved back after the event.**
- Mop/sweep floors

- Empty all trash and recyclables (Do not leave recyclables in the building)
- Make sure to turn off fans
- Make sure the door to the lower level is locked

BATHROOM

- Wipe down sinks
- Mop/sweep floors
- Flush toilets
- Empty Trash
- Make sure the doors to the hallway are locked

OUT SIDE OF FACILITY

- Clean up any garbage left outside (porch and grounds)
- Pick up cigarette butts; pay close attention to the flower beds
- Place benches and rocking chairs in original positions

!!ATTENTION!!

*HELIUM FILLED BALLOONS ARE
NOT ALLOWED IN THE
COMMUNITY CENTER*

*REMOVE ANY DECORATIONS OR
SIGNS FROM MAILBOXES, ETC.
WHEN YOU ARE DONE*

Bristol Harbour Community Center - Notice

Notice

The Bristol Harbour Community Center has been rented by one of your neighbors for a special occasion today.

Please be considerate of the attendees and if you were planning on enjoying one of our community rooms today, please stop by another time. The fitness center can be accessed by the exterior basement door.

As you know, the events that we hold at the Community Center add to our ability to provide you with all of the amenities that this building provides:

- ✓ Library
- ✓ Meeting Rooms
- ✓ Sitting Rooms
- ✓ Youth Center Fitness Center

Thank you for your consideration and if you have any questions or suggestions, please notify the Bristol Harbour Community Center committee.

CALL 123-4567 IF YOU HAVE ANY QUESTIONS