



## Sparkle Lake Building Rental Policies

**YORKTOWN RECREATION**  
176 GRANITE SPRINGS RD.  
YORKTOWN, NY 10598  
(914) 245-4650

Please review all of the policies listed in this document and initial the spaces provided to show that you have read and understand each one. This should be submitted with your application; a copy will be returned to you for your reference.

### **ELIGIBILITY/USE** \_\_\_\_ (initial)

Only Town of Yorktown Residents are permitted to rent the Sparkle Lake Building. The individual making the reservation must be present throughout the entire event. Permits are valid only for the date and times specified on the permit. Building users are restricted to the use of the main room, kitchen, and restrooms.

### **FEES & CANCELLATION POLICY** \_\_\_\_ (initial)

- Full payment is required at the time application is made. Deposits will be forfeited for cancellations less than two weeks prior to the event.
- A \$150 refundable security deposit is required at time of full payment. This is refundable provided the room is left clean and free of damage and the party did not exceed its permitted time.

**INSURANCE** \_\_\_\_ (initial) The Building User must provide an original certificate of liability insurance with a minimum of \$1,000,000 in liability with the Town of Yorktown located at 363 Underhill Avenue, Yorktown Heights, NY 10598 as additionally insured.

### **ENTRY INTO THE BUILDING** \_\_\_\_ (initial)

The key to the building can be picked up at the Parks & Recreation Office, 176 Granite Springs Road, 48 hours prior to the Event and must be returned, either at the Parks & Recreation Office or in the drop box located at the Parks & Recreation Office, within 48 hours after the Event.

**ALCOHOL** \_\_\_\_ (initial) Alcoholic beverages require a permit which is obtainable at the Town Clerk's Office at Yorktown Town Hall. Alcohol may only be consumed by adults age 21 and over.

**CATERING** \_\_\_\_ (initial) If you are planning to use a caterer and/or supply company for your event, you must notify Yorktown Recreation in advance. All supplies and/or leftover food should be thrown out or taken home at the end of the event.

### **RESPONSIBILITIES OF THE INDIVIDUAL(S) RENTING THE SPARKLE LAKE BUILDING** \_\_\_\_\_ (initial)

- There is to be no use of metallic confetti; items **should not** be placed on the walls or attached to the lighting fixtures. The individual renting the space may be subject to fees if damage occurs.
- Groups and families are responsible for the conduct of their guests. Young children should never be left unattended at any time.
- Patrons are expected to clean-up and to leave the area in good condition. This includes sweeping floors, cleaning tables, and discarding all garbage. All decorations, signs, balloons, etc. should be removed. All garbage should be bagged and placed in the outside receptacle. **Staying beyond scheduled time or leaving the facility unclean or damaged will result in loss of security deposit.**
- **The tables, chairs, and rugs (if applicable) must be put back where they were prior to usage.**

**LAWS, RULES, & REGULATIONS** \_\_\_\_ (initial) Building users must be familiar with, and adhere to, all state and local laws, rules, and regulations.

**OCCUPANCY** \_\_\_\_\_ (initial) Please be aware the New York State Fire Code restricts occupancy as posted in the Building (copy of maximum occupancy on back of this page) You are **not** permitted to exceed the limit under any circumstances.

<b>Fees &amp; Charges</b>	
<b>Standard Rental Fees: \$40.00/hr</b> <b>Non-Profit Organizations: \$25.00 for up to 2.5 hrs.</b> <b>Over 2.5 hours - \$25.00/hr</b>	<b>Refundable Deposit: \$150.00</b> <b>(separate check)</b>

***I have read the facility rental policies and understand that I am responsible for the conduct of my group, and informing them that all policies must be adhered to.***

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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

Date of event: \_\_\_\_\_



**TOWN OF YORKTOWN**  
**FIRE INSPECTOR**  
363 UNDERHILL AVE. YORKTOWN, NY 10598  
(914) 962-5722x254

# MAXIMUM PERMITTED OCCUPANCY OF THIS SPACE

## Sparkle Lake

**125**

STANDING

**107**

CHAIRS ONLY

**50**

TABLES&CHAIRS

**15**

EXERCISE

THIS SIGN SHALL BE POSTED CONSPICUOUSLY NEAR THE MAIN ENTRANCE OF THIS SPACE  
IN ACCORDANCE WITH THE NEW YORK STATE UNIFORM FIRE PREVENTION & BUILDING CODE

A NOTICE OF VIOLATION OR PENALTIES SHALL BE ASSESSED IF THE

MAXIMUM PERMITTED OCCUPANCY IS EXCEEDED

BY ORDER OF:

THE YORKTOWN FIRE INSPECTOR

&

THE YORKTOWN BUILDING DEPARTMENT

*This sign is property of the Yorktown Building Department and can be changed and/or revoked at any time.*

**DO NOT REMOVE SIGN BY ORDER OF THE FIRE MARSHALL**

## Application for Use of Sparkle Lake Service Building

Name of Resident Applying for Permit: \_\_\_\_\_

Group or Affiliation: \_\_\_\_\_

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

Telephone: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Number of Persons Expected: \_\_\_\_\_

Activity Date: \_\_\_\_\_ Time: From \_\_\_\_\_ to \_\_\_\_\_

State the nature of your use: \_\_\_\_\_

I, the undersigned, certifies that he/she is a bona fide resident of the Town of Yorktown, over the age of 21, and having read the rules and regulations for this application, hereby acknowledge the foregoing and agree to be responsible to the Town of Yorktown Parks & Recreation Department for the use and furthermore, agree to indemnify and hold the Town of Yorktown Parks & Recreation Department, it's employees, and all related officials harmless for any expense and/or liability for any loss, damage or injury to person(s) or property by reason of or arising out of the use of the Sparkle Lake Service Building facilities.

I, the undersigned, inconsideration of permission given to us to use the Sparkle Service Building, agree to take due care of the premises and to be responsible for any loss or damage to property and/or equipment.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name of Applicant: \_\_\_\_\_

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**Checks are to be made payable to: Yorktown Parks & Recreation**

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**For Office Use:**

- |  |  |
|--|--|
| <input type="checkbox"/> Permit fee paid – amount \$ _____       |  |
| <input type="checkbox"/> Deposit fee paid – amount \$ _____      |  |
| <input type="checkbox"/> Required insurance certificate received | <input type="checkbox"/> Application Approved                                      |
| <input type="checkbox"/> Date recorded in reservation book       | <input type="checkbox"/> Application Denied  |
| <input type="checkbox"/> Permit sent to applicant                | <input type="checkbox"/> Application approved with the following conditions: _____ |
| <input type="checkbox"/> Age verification                        | _____  |

\_\_\_\_\_  
Superintendent of Parks and Recreation

- Deposit check returned on: \_\_\_\_\_  
 Deposit check forfeited due to: \_\_\_\_\_