

**TOWN OF PELHAM**  
**DARONCO TOWN HOUSE POLICIES AND APPLICATION**

Thank you for selecting the Daronco Town House for your meeting site.

The Town House is available for public use during hours when it is not in use by the Town government and/or its related programs. It is available for use by Pelham residents and organizations in order to conduct non-profit, civic, community and cultural and educational related activities or professional meetings.

Although the Town will make every attempt to provide alternative dates, the Town reserves the right to cancel a reservation for use of the Town House for Town purposes. Please be advised that the Town of Pelham has priority with respect to use of the Town House and reserves the right to cancel reservations and/or refuse reservations to any individual, organization or event. It also reserves the right to prohibit any activity that may be injurious to the Town House, the grounds or to any person; or in the event that the proposed use would be in violation of any Federal, State or Municipal law, code or regulation.

Guidelines have been established to ensure a successful rental for community members and organizations. Please review the attached Public Meeting Room Guidelines and Policies and Public Meeting Room Application. Applications should be submitted to Pelham Town Hall, Town Clerk's Office, 20 Fifth Avenue, Pelham, NY 10803 or by e-mail to [toptownclerk@aol.com](mailto:toptownclerk@aol.com).

- Reservations are tentative until paid in full and confirmed by Town staff. Payment shall be made by check(s) made payable to the "Town of Pelham".
- Rental times must include set-up and clean-up.
- Tables and chairs are available by request.

If you have any questions please contact the Town Clerk at (914) 738-0777

**TOWN OF PELHAM**  
**DARONCO TOWN HOUSE GUIDELINES AND POLICIES**

**HOURS OF USE**

Monday through Saturday (excluding holidays) between the hours of 9:00 am and 10:00 p.m. for up to four (4) hours in length.

**AVAILABLE ROOMS AND ROOM CAPACITY**

Main Meeting Hall: up to Two Hundred (200) Persons

Guild Room: up to Forty-Two (42) Persons

The Town reserves the right to refuse reservations to any individual, organization or event.

**FEES FOR USE**

Additional fees may be charged where: (i) Town employee(s) are required to be present beyond the time reserved for use of the Town House or in the event Town employees are required to be present outside of regular business hours; (ii) excessive clean-up is required following the event; or (iii) the Town House is damaged in any way.

**TO RESERVE A MEETING ROOM**

- A Meeting Room Application must be completed and handed in at least two (2) business days in advance of the proposed event.
- Meeting rooms may not be scheduled more than six (6) months in advance. However, an exception may be made for special events up to one (1) year in advance.
- There is a limit of one (1) meeting per applicant or organization per week (exceptions may be granted by the Town upon the presentation of special circumstances).
- The Town Clerk will review all reservation requests for completeness and consistency. Approved reservations will be accepted on a first come, first served basis.

- If a meeting has been cancelled, applicants shall notify the Town Clerk at least one (1) business day in advance of the scheduled meeting. Repeated cancellations may result in a loss of use.
- Absent extenuating circumstances, a cancellation fee in the amount of **\$50.00** shall be charged by the Town in the event less than one (1) business days notice of cancellation is given.

### **APPLICANT RESPONSIBILITIES**

- A responsible adult over the age of twenty-one (21) shall be present at all times. If children are present they must be supervised at all times.
- The conduct of the meeting will be respectable and well governed.
- The sponsoring group/organization will be responsible for the provision of any specific non-facility ADA required accommodations.
- Set-up and clean-up are the responsibility of the applicant. Meeting rooms must be returned to their original condition to avoid cleaning fees.

### **INSURANCE REQUIREMENTS**

- In the event permission is granted to the applicant for use of the Town House, the Applicant agrees that by accepting such permission and using the Town House that the applicant is agreeing to defend and hold harmless the Town of Pelham in the event that suffers any damages as a result of the applicant's use of the Town House. In addition, the Town of Pelham may require, in its sole discretion, a Certificate of Insurance in the amount of One Million Dollars (\$1,000,000.00) per occurrence/One Million Dollars (\$1,000,000.00) aggregate, naming the Town of Pelham as an additional insured under such policy.

### **FOOD AND BEVERAGES**

- Prior approval of food and drink in the Town House must be granted by the Town Clerk and must be indicated on the application. All refreshments and drinks shall be consumed inside the meeting rooms. Applicants are expected to clean the meeting room(s) and leave it as they found it.

## **ROOM CONFIGURATION/CLEANING**

- Tables and chairs are available for your use.
- Furniture must remain in its appropriate room and upon conclusion of the meeting all furniture must be returned to its original location.
- All garbage must be removed from the Town House and placed in trash bins and/or a dumpster at the rear of the Town House.
- All countertops and tables shall be cleaned and any debris removed from the floors.

## **EVENT BANNERS**

- Permission to hang a banner in Gazebo Park must be granted by the Town Clerk. Prior to display any proposed banner must be approved for size and content following which, if approved, banners may be hung on a first come, first served basis.
- Banners may be hung up to two weeks prior to the event and will be removed immediately following the event.
- Banners can only be installed and removed by Town personnel.
- The Town of Pelham is not responsible for lost, stolen or damaged banners.

## **PROHIBITED ACTIVITIES**

- Alcoholic beverages and tobacco products of any kind are not permitted in this facility or on this property.
- No animals or pets are allowed except for guide or service dogs.
- Use of hazardous materials is prohibited.
- No decorations or application of materials to walls or floors is allowed.
- Confetti and helium balloons are prohibited.
- Meeting rooms will not be used for religious worship or other religious purposes, political fundraisers, political advocacy or other partisan campaign events or the sale of goods or services. Candidate or ballot issue forums that present all opposing viewpoints are acceptable.