

Instructions for Processing a Pavilion Rental

- 1. Niskayuna Residents access their REC1 account at <https://secure.rec1.com/catalog> .** Renters must be a Town of Niskayuna resident and need to access their current REC1 account or register a new account in REC1, accessible through the Town website at www.niskayuna.org on the ONLINE REGISTRATION tab, to obtain a reservation for their requested location and date.
- 2. Choose from available dates and locations and pay rental fee.** All pavilion locations and all dates are charged a flat fee of **\$180** for the pavilion rental and require a **\$200 Security Deposit Check** to be held at the Town Recreation Offices. **Rental Fee is non-refundable**. Any alterations to the reservation are at the discretion of the Community Programs staff pending availability. REC1 will notify Julie Lohre of all rental requests. Payment for rental must be paid either by the renter online through REC1 or at the Recreation Offices with the assistance of Town staff. In house registrations can be paid with a credit card or a check (payments by check need to have a receipt produced by staff with a copy given to the renter). Online registrations must be paid with a credit card. Julie Lohre will confirm all Reservations to avoid conflicting with Town events and programs. *Renters must keep a copy of their receipt from REC1 or the Pavilion Reservation Form with them for the duration of the rental period.*
- 3. Provide \$200 Security Deposit Check.** Renter must mail or deliver a \$200 Security Deposit Check made out to Town of Niskayuna to be held until after the rental date has passed. If the Security Deposit Check is not received by 14 days after the initial reservation, the renter will forfeit the reservation and the rental fee. After the event date, if there is no damage to the rental site, including but not limited to garbage left behind, the \$200 Security Deposit Check will be returned by mail within two weeks after the date of the event to the address listed on the rental agreement.
- 4. Get Alcohol Permit, if serving alcohol at event.** Alcohol consumption is not permitted by the renter or the renter's guests unless they have obtained an **Alcohol Permit** from Julie Lohre. Resident must bring hard copy proof of \$500,000 in liability coverage on renter's or homeowner's policy or \$1,000,000 in liability coverage from business insurance to Julie Lohre at the Recreation Office in Town Hall. Town of Niskayuna **MUST** be named as Certificate Holder **and** Additional Insured. Renters are asked to contact their insurance agent for details and required proof. *Ms. Lohre will then issue the Alcohol Permit which must be in the renter's possession for the duration of the rental period.*
- 5. If no damage or additional fees assessed, Security Deposit Check returned by mail.** After the date of the event has passed and after the Town has received confirmation from Parks Department that there was no damage to the facility or additional fees assessed, the \$200 Security Rental Deposit check is to be returned by mail to the renter at the address provided through REC1 or on the Rental Agreement. This must be noted on the filed rental agreement in the Recreation Office Pavilion Binder with the date and staff noted. Security Deposit Check return will be completed within 14 days post event date.