



448 East 149<sup>th</sup> Street  
Bronx, NY 10455

### APPLICATION FOR HALL RENTAL

**IMPORTANT:** Please complete all information on this form. Application must be approved, and rental fee with deposit paid no later than three weeks prior to the rental date.

**Bronx Community Pride Center (“BCPC”) rents its space for the benefit of its members; all proceeds from rentals will support BCPC programs.**

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Rental Rates: \$350 for Individuals; \$450 for non-profit organizations; \$500 for For-profit entities.  
Doorman/Security (extra security determined by BCPC) fee \$150.00.  
Security Deposit: \$150.

**Requested Rental Date** (*Include day of the week*)

Name of Organization or Individual

Address

Home Telephone

Business Telephone

Fax#

e-mail

Requested Hours

Title of Event

Planned Activities:

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Expected Attendance: Adults          Minors

Will food be served?          If yes, please specify

Will alcohol be served?

Is music or other entertainment planned?

Are you requesting use of:

DJ Booth

Speaker system

Kitchen Facilities

Are you a BCPC member?          Date of membership

If not, how did you hear of BCPC's facilities          Rented space before

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Authorized Applicant Signature

Date

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**TO BE COMPLETED BY BCPC STAFF:**

**Notes:**

**Date Application** Approved \_\_\_\_\_ Declined \_\_\_\_\_

**Proviso:** Security Services Required \_\_\_\_\_

Insurance Required \_\_\_\_\_



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## RENTAL AGREEMENT

Bronx Community Pride Center (hereinafter “BCPC”) agrees to rent the second floor of its offices at 448 East 149<sup>th</sup> Street, Bronx, New York to Maria Sosa\_, (hereinafter “Renter”) for the hours of 6 pm – 12 am, on Saturday, November 8<sup>th</sup>, 2008\_ on the following terms and conditions:

### 1. INDEMNIFICATION

*The Renter is solely responsible for all those attending its event. If there is any damage to property or injury to persons by the renter or anyone in attendance at the event, or default by renter in the performance of this agreement, Renter will promptly pay all costs resulting from such damage and/or injury, including but not limited to costs for repairs, replacements, lost revenue, attorneys’ fees and expenses incurred by the BCPC, its officers, directors, employees and representatives. Renter will hold BCPC and its officers, directors and employees harmless from all claims made by third parties as a result of acts or omissions by Renter and anyone present at its event.*

*Renter agrees that the BCPC shall not be liable for failure to provide access to the property or facilities in the event that such failure is caused by acts or regulations of public authorities, labor difficulties, strike, epidemic, interruption or delay of transportation services, delays in construction schedules or any other cause beyond the control of BCPC.*

*If required by BCPC, Renter will cause BCPC to be added as additional insured on Renter’s insurance policy and/or obtain appropriate insurance for the rental period.*

X \_\_\_\_\_ (Initial here)

### 2. SECURITY DEPOSIT:

Security deposit is due at the time of application and will be returned if the application is not approved. If rental approved, the security deposit will be returned within five business days after your function, provided that all of the guidelines have been adhered to and/or subject to any damages, or miscellaneous expenses incurred during the rental. Any damages to the facility or costs to BCPC resulting from rental will be deducted from the security deposit. If the damages amount to more than the security deposit, the applicant will be responsible for all additional costs. If damages occur that are more than the security deposit, the applicant agrees to either perform the repairs to BCPC’s satisfaction or pay for the extra damages.

### 3. CANCELLATION POLICY:

A written cancellation request must be received by the BCPC’s office. Refunds will occur as follows: If written cancellation is received at least two weeks prior to event: the rent and deposit will be fully refunded; if written cancellation is received at least 10 days prior to event: the rent and deposit will be fully refunded less a \$100 cancellation fee. If the written cancellation is received 2 days or less prior to event, only the security deposit will be refunded.

### 4. TIME:

The hall may be rented for any specified six-hour period between 9:00 a.m. and 2:00 a.m. Additional time (over the six-hour rental time for the function) is subject to the approval of the Rental Committee at an additional cost of \$100.00 per additional hour, for no more than two additional hours. Additional time must be requested at the time of application. Access will be provided one-half hour prior to the start of the rental, for the purpose of set-up and decoration.



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**5. HALL SET-UP:**

The renter is responsible for setting up the hall prior to event. Decorations shall be limited to tables only. No wall or ceiling decorations shall be allowed. All decorations and hall set up are subject to approval of BCPC.

**6. HOUSEKEEPING**

Renting party is responsible for thorough clean up of hall area, making sure all rubbish gets into the designated trash bins. This is critical to security deposit refund. All tables must be completely cleared. No food may be left behind anywhere in the hall. Floors must be swept, and all trash properly bagged and placed per BCPC staff directions. **Clean up is critical to the security deposit refund.**

**7. NO SMOKING**

This facility is a **NO SMOKING** facility and the prohibition must be enforced. Smoking is prohibited in all areas of the building, including public areas, stairs and hallways. Any violation of may result in the ejection of offending party and/or forfeit of security deposit.

**8. FEES**

All fees must be paid in full 5 business days before date of event.

- Hall Rental\_\_ \$
- Sound Equipment fee
- DJ and Booth
- Doorman/Security \$150.00
- Deposit \$150.00
- Other

**9. INSURANCE**

Renter has added BCPC to existing insurance policy number \_\_\_\_\_

Renter has obtained insurance policy number \_\_\_\_\_

Insurance waived \_\_\_\_\_ (initial)

***I have read and understood and agree to the rental policy which is incorporated herein by reference. If renting party is an organization, I am authorized by said organization to bind it to the terms hereof.***

\_\_\_\_\_ Date \_\_\_\_\_  
Renter

For BCPC \_\_\_\_\_ Date \_\_\_\_\_