

# 2024 TEAHOUSE RENTAL APPLICATION

APPLICANT MUST BE AT LEAST 21 YEARS OF AGE AND A VILLAGE RESIDENT  
APPLICATION MUST BE RECEIVED 3 WEEKS IN ADVANCE

**TEAHOUSE RENTAL FEES:** Cash/Check. No Refunds

\$150.00 – Mount Kisco Resident Families  
\$175.00 – Mount Kisco Non-profit Organizations  
\$250.00 – Mount Kisco Business or Organizations

**ADDITIONAL FEES:**

\$5.00/each 6ft Rectangle Tables (Max 6)  
\$1.00/each Folding Chairs (Max 30)

**ADDITIONAL REQUIREMENTS:**

\$50.00 – Refundable key deposit (Cash)  
Insurance Documents (See back page)

**RENTAL NOTE:**

Only one rental per weekend  
Unless otherwise discussed

**Applicant/Organization Name:** \_\_\_\_\_

**Applicant's Address:** \_\_\_\_\_

**Cell #:** (\_\_\_\_) \_\_\_\_\_ **Other #:** (\_\_\_\_) \_\_\_\_\_

**Email:** \_\_\_\_\_

**Type of Function:** \_\_\_\_\_

**Date Applying For:** \_\_\_\_/\_\_\_\_/\_\_\_\_ **Time:** \_\_\_\_ to \_\_\_\_

**Please list below any and all special arrangements you are requesting to bring to the Teahouse for your rental: i.e.: caterers (see insurance requirements on next page), tables, chairs, entertainment, etc. The Superintendent of Recreation reserves the right to deny any special requests:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Fee Calculator:** \$ \_\_\_\_\_ + \$ \_\_\_\_\_ + \$ \_\_\_\_\_ = \$ \_\_\_\_\_  
Rental Fee \$5/Table Fee \$1/Chair Fees Total

**AGREEMENT:**

The undersigned is at least 21 years of age and has read this form, front and the attached regulations and agrees to comply with them. He/she agrees to be responsible to the municipality for the use and care of the facilities. He/she does hereby covenant and agree to defend, indemnify and hold harmless the Village/Town of Mount Kisco from and against any and all liability, loss, damages, claims, or actions (including costs and attorneys fees) for bodily injury and/or property damage, to the extent permissible by law, arising out of or in connection with the actual or proposed use of Village/Town of Mount Kisco property, facilities and/or services by \_\_\_\_\_

(Renters name/organization)

\_\_\_\_\_  
Signature of Renter

\_\_\_\_\_  
Date

**CONTINUE ON PAGE 2 TO COMPLETE APPLICATION**

# 2024 TEAHOUSE RULES & INSURANCE REQUIREMENTS

**Insurance required:** All renters using any of the facilities governed by Mount Kisco Recreation must provide a \$1 million dollar liability certificate of insurance naming the Village/Town of Mount Kisco and the Mount Kisco Recreation Department as additionally insured. It is the responsibility of the renter to find a policy for this requirement.

**Caterers' required insurance:** Caterers must submit a certificate of insurance, demonstrating proof that the caterer has the following coverages: Commercial General Liability with limits of \$1 Million each occurrence, \$2 million general and products/complete operations aggregates, \$1 million personal/advertising injury liability and \$50,000 medical payment expense.

**IF THIS REQUEST IS APPROVED THE FOLLOWING MUST BE ADHERED TO:**

1. Renters wishing to use municipal facilities shall first apply to the Superintendent of Recreation and Parks on the prescribed form. The Superintendent or his/her designee has final authority on approval.
2. In the event of inclement weather, the Superintendent or his/her designee has the final authority on whether facilities are usable. Rental may be cancelled at any time in the event recreation activities needing space.
3. **RECREATION ACTIVITIES NULLIFY ANY AND ALL RESERVATIONS.**
4. All posted rules within Leonard Park must be adhered to at all time.
5. Any damage to municipal facilities shall be promptly repaired at the user's expense. **NO exceptions.**
6. If parks staff are not available, make sure all doors are locked and lights are turned out when leaving.
7. Renters using the facilities must clean-up afterwards leaving the property in the same condition as found.
8. All garbage must be bagged and tied. The facility shall be cleared of all debris at the end of the activity.
9. If renter has a large amount of trash, bags must be disposed of in dumpsters behind parks garage.
10. Any organizations with youth under 18 years of age requires the presence of adult supervision at all times.
11. **No alcoholic beverages allowed at any facility including in the park and/or Teahouse.**
12. No smoking allowed at any indoor facility and only at designated locations in the park.
13. **No transactions, sales, endorsements of products or advertising of events that cost money to attend will be permitted in any form on the properties at Leonard Park unless approved beforehand.**
14. No storage of equipment or materials by outside persons or groups. All items removed at end of rental.
15. All vehicles are to be parked in designated parking lots and spaces.
16. At least 50% of the people attending the function at one of the Leonard Park facilities must be Village residents.
17. Use of fire place, grills, fire pits or other fire related items are strictly prohibited.
18. Use of air conditioner must be requested ahead of time.
19. All persons must leave by sunset/dusk or the end of scheduled time.
20. Approved applicants are permitted to unload at the Tea house but then must park in the parking lot near the Tea House.
21. No tents or structures are to be erected for functions.
22. If renter is having music, it must be kept at a respectable level as to not disturb nearby homes, businesses, sporting events or patrons using the park.

**IF ANY OF THE ABOVE RULES AND REGULATIONS ARE BROKEN, APPLICANTS WILL BE DENIED FACILITY USAGE FOR A MINIMUM PERIOD OF NO LESS THAN ONE (1) YEAR.**

I fully understand and agree to all regulations to this binding contract: \_\_\_\_\_  
**Signature** **Date**

APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

REMARKS: \_\_\_\_\_

**Office Use Only:**

Payment Received on: \_\_\_\_\_ Key Deposit Received on: \_\_\_\_\_ Insurance(s) received on: \_\_\_\_\_