



The Park at East Hills
209 Harbor Hill Road East Hills N.Y. 11576
Tel. (516) 621-5600 Fax. (516) 625-8736

THEATRE RENTAL APPLICATION FORM

Name of Applicant/Sponsor: _____

Family #: _____ Club Card #: _____
(4 digit # on front of park club card) (5 digit # on back of park club card)

Sponsor must be an East Hills Resident: Confirm by initialing here _____

Address: _____

Phone: Home _____ Cell _____

Email Address: _____

Purpose of Occasion, Seminar or event: _____

Date of Event: _____

Please Circle Day of Week: M T W T F S S

Time of Event: From: _____ A.M or P.M. to _____ A.M. or P.M.

Number People Attending: _____

How many tables and chairs will you need? _____

Do you prefer to have the tables and chairs arranged a certain way? _____
(If so, please describe set up on separate piece of paper)

Is there a homeowner's policy on your home? Yes__ No__

Is the policy and is the home in your name?: _____

Name of Carrier: _____

Who will supervise the event? _____

Is any physical work, exercise or entertainment involved? Yes_____ No_____

THIS APPLICATION MUST BE SUBMITTED AT LEAST 10 DAYS IN ADVANCE

If yes, explain: _____

If an Organization or Cause is involved please indicate name: _____

Are there any materials or equipment or any products of any kind being delivered or used for the event? Yes, ___ No ___
If so, please explain: _____

Principal Contact at the above Organization: _____

Telephone Number: () _____

Notice of Fees:

1) A fee of \$100 per hour before 6pm and \$125 per hour after 6pm. This fee is due within 7 days of approval. **IF PAYMENT IS NOT MADE IN THIS TIME FRAME THEN THE DATE WILL BE RELEASED.**

2) In addition to the rental fee, a refundable security deposit of \$150 must be submitted 30 days prior to the event (**PAYABLE BY CREDIT CARD ONLY**).

(Official Use Only)

Date Submitted for Approval: _____

Approved By: _____ Date of Approval: _____

Party Conditions Signed (Give resident a copy after signed): Yes ___ No ___

Security Deposit Received: \$ _____ Date: _____

Security Received by: Credit Card ___ Auth #: _____

Payment Received: \$ _____ Date: _____

Payment Received by: Check ___ Credit Card: ___ Cash: ___ Receipt #: _____

Date Certificate of Insurance received from Entertainment (if applicable): _____

Caterer Chosen: _____

Caterer Agreement Signed: _____ Date: _____

Set Up Transferred to Planning Form: Yes ___ No ___

Finalized by: _____ Date: _____

Theatre Rental Conditions

Sponsor must be an East Hills Resident.

Sponsor must be present at all times

The theatre will close at 11:00 pm.

The maximum occupancy for the room will be 72 people seated at tables.

The theatre will not be available for use on holidays.

Sponsors are responsible for the supervision, safety and well being of all guests.

Parents are required to be chaperones and ensure that all children attending the party are safe. Additionally, one adult chaperone is required for every 5 children.

No food or drinks can be provided except through park approved caterers. A list of approved caterers will be provided to you.

Sponsor must cover all tables with table covers

All entertainment is subject to the approval of the Park Commission. However, acts which include animals and fire works will not be permitted.

All materials disseminated must be prior approved.

Upon arriving at the Park, go to the Park Office and the attendant will verify your club card and paid receipt and clear you for the party. If the party occurs when the Park Office is closed a park Attendant will meet you at the basketball court.

The date and time of your party has been reserved for your personal use; therefore, no refunds can be offered for a cancellation.

There is a no smoking/alcohol policy in the entire park and at the theatre.

Any requests must be in writing and submitted along with this application. Without written approval, no request is granted.

It is the responsibility of the sponsor to make sure that guests park only in village lined designated parking areas. Failure to do so will result in a ticket. Guests are not permitted to park in the Resident Lot. There is absolutely no parking on any park lawns or sidewalks.

The room must be left broom clean and all garbage placed in the proper receptacles.

THIS APPLICATION MUST BE SUBMITTED AT LEAST 10 DAYS IN ADVANCE

No decorations can be taped to any wall.

All Park rules will be adhered to, and guests are not permitted in any other area of the park.

It is the responsibility of the sponsor to enforce the rules and see that everyone has left the grounds safely.

I have read, understand and will adhere to the policies set forth for the use of the Theatre at The Park at East Hills.

Print Name

Date

Signature