

Jennejahn Lodge

Jennejahn Lodge is located in “Village Park” at the rear of Hilton Quest School, 225 West Avenue (NYS Rt. 18) in the Village of Hilton.

The lodge is open year round and amenities include: heat, light, wood burning fireplace, (wood is provided for you) stove, microwave, refrigerator, water, and restrooms. Seating capacity is 54.

Lodge Fees:	Security Deposit	\$75.00
Friday / Saturday / Sunday/ Holidays	\$158.00 Residents and Non-Residents both have equal fees and access	
Monday – Thursday/ Excluding holidays	\$128.00 Residents and Non-Residents both have equal fees and access	

The security deposit of \$75 is refundable five days after your event and the building is found to be satisfactory.

Reservations:

We take all reservations over the phone or in person. Payment is due within five business days of your reservation. After payment is received we will mail you a copy of your receipt along with the rental agreement and other information. If payment is not received by the deadline date, the reservation will be **cancelled without notice**.

Payments may be made at the Village Office. We accept: Cash, checks payable to the Village of Hilton, MasterCard and Discover cards. A photocopy of your driver’s license must accompany your rental agreement.

- Decorations: No wall or ceiling decorations are permitted. Only free standing or table decorations are allowed. No tape, tacks, nails, or glue.
- No one is allowed in the facilities until the date and time on their reservation.
- All cancellations must be received in writing and are subject to a \$25 cancellation fee.
- Is alcohol permitted: **Yes, provided application for alcohol permit has been completed.**
- Pets allowed: NO
- No smoking is permitted in the lodge.
- Noise Ordinance: All activities in and around the lodge are subject to the Village of Hilton noise ordinance.
- We will call you the week of your event and schedule a time to meet you on the day of your event and will provide you with a key.

Jennejahn Lodge Rental Agreement

Name: _____ Group / Organization _____

Address: _____

Daytime phone _____ Evening Phone _____ Cell Phone _____

Rental Date _____ Time _____ AM/PM to _____ AM/PM

We will call you 2-3 days prior to the event to schedule a time to meet you at the lodge with a key.

Type of Activity: _____ Is this a Surprise Party? _____

Anticipated Attendance: _____ (seating capacity 54)

Will alcohol be served? Circle one YES NO Initial _____

Special Circumstances / Equipment /

The \$75 security deposit paid with your reservation fee will be returned within (5) business days if the facility, equipment, and grounds are found to be in the same condition as prior to renting the lodge. Should damages exceed the \$75 deposit, **the person signing this agreement will be billed the additional costs.** All cancellations must be received in writing and are subject to a \$25 cancellation fee.

The individual signing this agreement shall be responsible for cleaning, and restoring the lodge to the condition it was found, including the kitchenette, restrooms, floors, porch, grounds, and the placement of tables and chairs. All trash must be bagged, tied, and placed in the 95 gallon green cart.

The lodge shall not be used for personal profit.

Note: This lodge pumps all sanitary sewage. Do not dispose of other wastes in the toilets. Please use appropriate waste containers.

Alcoholic beverages are permitted in the lodge and the immediate area outside the lodge, provided all those who consume alcoholic beverages comply with the legal New York State drinking age, that the use of alcoholic beverages has been circled and initialed on this agreement form and the application for alcohol permit has been completed. No **glass** beverage containers are permitted.

The party whose name appears on this agreement hereby assumes liability for all damages to the lodge, its contents, grounds, equipment, and supplies, and agrees to indemnify the Village of Hilton for all said damages and/or alcohol related issues. It is also agreed that I have read all the rules and regulations in this agreement prior to signing and will ensure that all guests abide accordingly.

Signature of Responsible Party _____ Date _____
(Must be over 21)

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Office use:

Fee \$ _____ Sec. Deposit \$ _____ Photo ID _____ Amount received \$ _____

Cash _____ Check # _____ Credit Card _____ Date _____ Approved by _____