



Bronxville Boy Scout Cabin Instructions for Rental

To rent the Boy Scout Cabin, please follow the steps below:

- 1) Fill out Rental Request and Agreement Form. Keep this page for your records.
- 2) To reserve Cabin for requested date, send completed Rental Request form and Deposit* via mail

*** Note:** *Deposit is required to reserve requested date. The deposit will be refunded if all rules (see #5) are followed and no damage is found after the event. If the rental is canceled less than 21 days prior to the event, the deposit will not be refunded. The following days require pre-payment of full rental fee plus deposit: **Thanksgiving Day, Christmas Eve, Christmas Day, New Year's Eve, and New Year's Day.***

- 3) Twenty one (21) days prior to rental date, send check for Total Rental fee.

Number of Guests	Fee	Deposit
0 – 50	\$550	\$250
51 – 100	\$700	\$250

The rental form and all checks are to be sent via postal mail to:

Bronxville Scout Committee, c/o Howard Sklar, PO Box 630, Bronxville, NY 10708

Make checks payable to: Bronxville Scout Committee, Inc.

- 4) Fourteen (14) days prior to rental date, contact Will Lanza (Cabin Caretaker) at 914-815-5289 to coordinate building access.
- 5) During Cabin Rental, follow all rules below. Failure to follow rules will result in forfeiture of the \$250 deposit.
 - a) Once renter is given access to the Cabin, the renter is responsible for Cabin security. Renter may not leave Cabin unlocked and unattended.
 - b) The Cabin must be left in the same condition of cleanliness as it was found.
 - c) Remove all trash from the cabin and place in dumpster located on premises on the day of the event. Park trash barrels are not to be used and use of those barrels will lead to forfeiture of deposit.
 - d) Curfew on Saturday is 11:00 p.m. and on Sunday is 10:00 p.m. Music must cease at the curfew time and activities must cease 30 minutes prior to curfew for clean up. Guests not cleaning are to leave the premises.
 - e) "Open House" events (open to the public) will be immediately terminated unless granted prior approval.
 - f) Deposit may be withheld if damage or violation of agreement is discovered during or after event.
 - g) Renters must remove all trash and place in dumpster on the premises. Park trash barrels are not to be used.
 - h) If rental party exhibits behavior which is unruly, abusive or dangerous, the Bronxville Scout Committee reserves the right to terminate this agreement and evict guests without notice.
 - i) Decorating and cleaning must occur on the same day as the event; i.e. no decorating before the day of the event
 - j) Be sure to do the following:
 - i) Wipe table tops before re-stacking
 - ii) Pay for all phone calls made from Cabin phone.
 - iii) Stack chairs neatly: wood with wood; metal with metal; plastic with plastic
 - iv) Take down all decorations, including the tape which fastens them.
 - v) Remove all signs and decorations from Cabin exterior and top of driveway
 - vi) Lock all shutters, windows and doors.
 - vii) Clean and remove all litter and garbage from outside Cabin
 - viii) Mop floor wherever soiled.
 - k) Be sure **NOT** to do the following:
 - i) Hang decorations from mounted animal trophies, antlers or light fixtures
 - ii) Remove fluorescent bulbs from fixtures
 - iii) Use staples, nails, tacks, wire, or screws, in tables, chairs or walls.
 - iv) Play music at excessive volume or use smoke machines/devices of any kind.
 - v) Block cars parked at sides of Cabin.
 - vi) Block fire exits
 - vii) Use any flammable materials in or around building.
 - l) Prior to leaving the Cabin, contact Cabin Caretaker who will inspect the cabin and confirm that all rules were followed. If all rules were followed, deposit will be returned via mail to the Contact indicated on the Rental Request Form.



Bronxville Boy Scout Cabin Rental Request and Agreement Form

Please fill out highlighted areas and return with deposit check via mail (see Instructions for Rental for more information)

Name (Renter)

Address:

Description of Event:

Who will be attending? **Expected Attendance:**
 (e.g. family, friends, general public, etc.)

Main Contact: **Phone:** **Phone2:**
Fax: **E-mail:**

Depositor: **Address:**

* Deposit will be sent to this contact after event, if different than Main Contact

	Response	Comments
Requested date for rental	<input style="width: 80px; height: 20px;" type="text"/> (mm/dd/yy)	<input style="width: 100%; height: 20px;" type="text"/>
What time will guests arrive?	<input style="width: 80px; height: 20px;" type="text"/> e.g. 7:30 PM	<input style="width: 100%; height: 20px;" type="text"/>
What time will the event end?	<input style="width: 80px; height: 20px;" type="text"/> e.g. 11:00 PM	<input style="width: 100%; height: 20px;" type="text"/>
At what time would you like access to the Cabin for set-up?	<input style="width: 80px; height: 20px;" type="text"/> e.g. 4:00 PM	<input style="width: 100%; height: 20px;" type="text"/>
Will you be serving a meal (e.g. Barbecue or Catered)	<input style="width: 80px; height: 20px;" type="text"/> (Yes/No)	<input style="width: 100%; height: 20px;" type="text"/>
Will there be musical entertainment? Please describe.	<input style="width: 80px; height: 20px;" type="text"/> (Yes/No)	<input style="width: 100%; height: 20px;" type="text"/>

Rental Fee Schedule			
Number of Guests	Fee	Deposit*	Check Box
0 – 50	\$550	\$250	
50 - 100	\$700	\$250	

*Deposit is required to reserve requested date.

The deposit will be refunded if all Cabin Rules are followed and no damage is found after the event.

If the rental is canceled less than 21 days prior to the event, the deposit will not be refunded.

- Cabin Rules. Renter agrees to the following conditions:**
- 1) Once renter is given access to the Cabin, renter is responsible for Cabin security. Renter may not leave Cabin unlocked and unattended.
 - 2) The Cabin must be left in the same condition of cleanliness as it was found.
 - 3) Renter must remove all trash from the cabin and place in dumpster on premises on the day of the event. Park trash barrels are not to be used and use of those barrels will lead to forfeiture of deposit.
 - 4) Curfew is at Saturday at 11:00 p.m; Sunday at 10:00 pm. Cleanup to start 30 minutes prior to curfew.
 - 5) "Open House" events (open to the public) will be immediately terminated unless granted prior approval.
 - 6) Notify caretaker fourteen (14) days before event to coordinate access to the Cabin. After the event, notify caretaker before leaving for conditional approval of deposit refund.
 - 7) Deposit may be withheld if damage or violation of agreement is discovered during or after event.
 - 8) Renter must remove trash daily.
 - 9) If rental party exhibits behavior which is unruly, abusive or dangerous, the Bronxville Scout Committee reserves the right to terminate this agreement and evict guests without notice.
 - 10) Decorating and cleaning must occur on the same day as the event; i.e. no decorating before the day of the event or clean up the day after is available.

Hold Harmless Agreement

Renter shall indemnify and hold harmless, the Bronxville Scout Committee, Inc. and its members, officers and directors, from any and all liability, loss or cost, including but not limited to attorneys' fees, which the Bronxville Scout Committee, Inc. and/or its members, officers and directors may pay or become obligated to pay on account of any claim or assertion of liability, or any claim or action founded thereon, arising or alleged to have arisen or out of Renter's rental of the Boy Scout Cabin or use of personal property belonging to the Bronxville Scout Committee, Inc.. Renter represents it has obtained its own liability insurancancy coverage. Renter agrees to abide by Cabin Rules listed above.

Name: _____ **Signature:** _____

Organization: _____ **Date:** _____

** Send Rental Agreement form along with \$250 Deposit to reserve Cabin for desired date. Total Rental fee is due 21 days before rental date by check made payable to "Bronxville Scout Committee, Inc". All forms and checks should be mailed to
Bronxville Scout Committee, c/o Howard Sklar, PO Box 630 Bronxville, NY 10708