



## North Shore Youth Council

Main Office  
P.O. Box 1286  
Rocky Point, NY 11778  
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Heritage Center  
633 Mt. Sinai-Coram Rd.  
Mt. Sinai, NY 11766  
P | 631.403.4846

### Heritage Center Room Rental Policies

Thank you for your interest in the Heritage Center! We are excited to work with you to ensure that you and your guests have a wonderful and memorable experience at our venue.

Please take the time to carefully read through the following policies. Clients are expected to comply with rules and regulations and acknowledge that violation of the same may result in additional fees, loss of security deposit, and/or event cancellation prior to its completion.

If you have any questions, you may call the Heritage Center at 631-403-4846 or contact [events@nsrc.com](mailto:events@nsrc.com).

#### **Rental Information:**

The Great Room is rented out in 6-hour blocks. This includes your setup and cleanup time (Ex; 1 hour setup, 4-hour party, and 1 hour cleanup). The room rate is \$175 per hour, or \$1,050 for a 6-hour block. If you need to use the Lobby for additional space, the added fee is \$40. You may rent the Great Room for more than 6 hours so long as it is available at the time of booking.

If you are renting by the hour as opposed to the 6-hour block, please be aware that a 4-hour minimum is required and you will need to account for any time needed for setup and cleanup when booking your rental. Setup includes all caterers, DJ's, decorating, or any other outside services.

A staff member will be present in the building during your event to assist you as needed. Please note, staff hours coincide with your rental, therefore we cannot guarantee entry earlier than your rental time. If you are hiring any vendors, please make sure they are aware of your start time based on your rental booking.

#### **Booking:**

You may determine availability and book your event using our online booking software. Events can be booked out as far as a year in advance. A refundable security deposit of \$200 is required at the time of booking to secure your rental date and time. This deposit will be refunded within 5-7 days after your event has ended, unless any damage to the building and/or property is found at its conclusion.

North Shore Youth Council reserves the right to review, cancel, or deny applications if the event is too large for the venue or is deemed inappropriate by the organization.

#### **Payments:**

We accept cash, checks, and all major credit cards. The final balance of the rental fee is due 30 days prior to your event. You may return to your booking by creating a customer account when you log in. Once logged in, you can manage your event and make your final payment. Partial payments may be made before 30 days by calling the Heritage Center at 631-403-4846.

### **Cancellations:**

If a reservation is canceled, a \$50 processing fee will be retained. Cancellations made prior to 30 days will be refunded less the \$50 processing fee. Cancellations made less than 30 days will not be refunded.

### **Hold Harmless:**

A hold harmless agreement is required for all rentals at the Heritage Center.

### **Special Event Insurance:**

All clients will be required to sign a COVID-19 Hold Harmless Agreement and will need to obtain Special Event Insurance. Special event liability insurance covers short-term private and public events against bodily injury and property damage claims.

North Shore Youth Council requires event organizers to carry liability insurance to help pay for medical expenses if a guest is injured and/or to protect venue property from damage, including the building and/or any equipment.

The insurance must include a minimum of the following coverages:

- Liability \$1M/ \$2M
- Damages to premises \$100K
- Host Liquor Liability
- Waiver of Subrogation
- Additionally insured
  - North Shore Youth Council, 633 Mount Sinai Coram Rd. Mount Sinai, NY 11766
  - The Town of Brookhaven, 1 Independence Hill Farmingville, NY 11738

This event insurance can be obtained through the Clausen Agency, <https://www.clausenagency.com/event>.

### **Room Setup:**

Tables and chairs are routinely disinfected and included in your rental fee. You will be given a floor plan to complete and return back to the Heritage Center so our staff know how to set up for your event. We have 5ft round tables for seating, 8ft rectangular tables for food, and 6ft table for gifts or other use. No outside furniture is allowed. Table coverings must be used on all tables. You may use your own, or linens can be rented through the Center, if needed.

Restrooms are equipped with touchless soap and paper dispensers, and will be disinfected prior to your event.

Our equipment is available for you to use during your event. Please ask for a staff member's assistance when using any Center equipment, including the sound system, thermostat, projector, etc.

### **Decorations:**

You are responsible for bringing your own party goods. This includes any decorations, tableware, paper goods, serving ware, utensils, etc. You are welcome to use our coffee urns, but please clean them after use.

Masking tape, Scotch tape, Command strips, and wall fastening putty are the only items allowed for securing your decorations to the tables, walls, windows, and stage area. These items must be provided by you. No staples, nails, or tacks are permitted.

Metallic decoration sprinkles, glitter, confetti, rice, and birdseed are not permitted inside or outside of the facility.

Balloons are permitted; however, they must be securely fastened to prevent them from releasing and raising to the ceiling.

## **Food and Drink:**

All food should be served using disposable serving utensils and all drinks should be served in disposable one-time use cups.

Food and drinks are limited to the Great Room (and Lobby, if using) and are not permitted outside the Heritage Center.

Alcohol may be served at your event; however, alcohol service must cease one hour before the end of your event (not including your cleanup time). New York State law prohibits any person under the age of 21 years to possess and/or consume alcoholic beverages.

## **Maintenance and Cleanup:**

Any directions or instructions from our staff are to be followed for the safety and security of the building and all its users. Please report any safety issues immediately to our staff. They have the authorization to stop or modify the event if deemed necessary or if the application information is found to be false.

The building should be left in the same condition it was entering to ensure the return of your security deposit. This includes removing all decorations, table coverings, party goods, and garbage. Our staff will assist you if needed.

Before departing, it is your responsibility to check with a staff member for confirmation that the cleanup is completed. Your signature is required on a facility inspection report in order to process the return of your security deposit.

The following are prohibited:

- Smoking anywhere inside the Heritage Center
- Animals inside the building, with the exception of canine assistance or companions
- Bicycles or rollerblades in the buildings or patio area
- Rice, birdseed, confetti, candles, oil lamps, incense, or heaters (portable, space, electric, kerosene, propane)
- Gas or charcoal grills, with the exception of outdoor grills that have been pre-approved by North Shore Youth Council
- Fog or smoke machines (please be sure to inform your DJ)
- Hay bales, dunk tanks, or fireworks
- Motor vehicles, including but not limited to: motorbikes, cars, tractors, etc.
- Alcohol consumption by any person under the age of 21 years or consuming alcoholic beverages outside the designated Great Room, in vehicles, in parking lot, or in area around the Heritage Center
- Loitering in the parking lot or outside the Heritage Center
- Fighting, any form of physical violence, or threatening staff
- Damage to building or building contents, or removal of Heritage Center property
- Falsifying applications or any required documents

**\*Rules and regulations are subject to change at the discretion of North Shore Youth Council.**

**\*Updated 3/4/22**