



Schenley Vital
Mayor

VILLAGE OF SPRING VALLEY

Senator Eugene Levy Municipal Plaza
200 North Main Street
Spring Valley, New York 10977
Tel. (845) 352-1100 ♦ Fax (845) 352-1164

www.villagespringvalley.org

Yisroel Eisenbach
Deputy Mayor
Joseph Gross
Trustee
Schmuel Smith
Trustee
Yakov Y. Kaufman
Trustee

LOUIS KURTZ CENTER

9 North Main Street
Spring Valley, New York 10977

PERMIT REQUEST

FINAL PAYMENT DUE 2 WEEKS BEFORE EVENT

EVENT SPACE:

___ 1st Floor Large Open Room (Main St) *NO FOOD ALLOWED

___ 2nd Floor Party/ Meeting Room (Madison Ave) * FOOD IS ALLOWED

FEE PER HOUR: \$75

Time:

Weekdays ___ 12:00am -2:00pm ___ 3:00pm - 5:00pm ___ 6:00pm – 8:00pm

Weekends ___ 10:00am -1:00pm ___ 1:00pm - 4:00pm ___ 5:00pm – 8:00pm

***Please understand that this form is only a request, until you have confirmation from this office your permit has not been granted.**

Please fill out the form **COMPLETELY** prior to submitting it to our office in person or by fax.

Contact Name: _____ Sponsoring Agency: _____

Address: _____

Contact Phone: _____

Email Address: _____

Event Date(s): _____ Set-up Time 1 Hour before Event

Event start time : _____ Event finish time: _____ Total hours: _____

TYPE OF EVENT: _____ Expected Attendance: _____

FACILITY SPACE IS FOR VILLAGE OF SPRING VALLEY RESIDENTS ONLY
(Must Show Valid ID)

BUILDINGS ARE CLOSED ON SUNDAY

Guidelines & Policies:

DO NOT USE TAPE/GLUE ON WALL OR **YOU WILL LOSE** YOUR DEPOSIT

- All requests MUST be made at least 30 days prior to the event. Once approved a Money Order to the Village of Spring Valley is required from all groups.
- Non-Profits may request their fees be waived by writing a letter to the Spring Valley Village Board 60 days prior to your event.
- Under no circumstances is the capacity to exceed occupancy set forth by the Village Fire Inspector.
- **ALL GROUPS MUST PROVIDE VALID INSURANCE NAMING The Village of Spring Valley** - 200 North Main Street Spring Valley New York 10977 as an additional insured and read "Insured will be primary to the village of Spring Valley." General Liability Coverage \$1M/2M for Personal Injury including death Property Damage Coverage with a 250k limit.
- All garbage must be removed, and the area must be cleaned, or your cleaning/ damage deposit will not be returned.
- Once approved, a Money Order for **refundable damage deposit of \$200** made out to Village of Spring Valley along with an insurance certificate is due. Final payment is due 14 days before your event.
- There will be a charge of \$100 per hour for additional time past the event finish time listed on your permit, this money will be deducted from your security deposit, and you will be billed for any additional time that is not covered by your deposit.
- The rental fee is non-refundable unless the Village of Spring Valley is given a two-week notice of cancellation. Any abuse of the above guidelines may cause cancellation of your event and/or loss of privilege for future use.

NO ALCOHOL SHALL BE ALLOWED ON THE PROPERTY

By signing below, I acknowledge that I have read and understand all guidelines & policies on the front and back pages as stated above.

Contact Person: _____ Date: ____/____/____

Signature: _____

Office Use Only

Village Clerk: _____ Date: _____

Dept. Head: _____ Date: _____ Approved [☐] Denied [☐]

Mayor: _____ Date: _____ Approved [☐] Denied [☐]