

Town Of Madrid
3529 County Route 14
Madrid, NY 13660
Application for Madrid Community Building

Person completing the application or the one assuming responsibility for the Individual/group should be familiar with the Town Building Use Rules. Complete application, Read Building Use Rules Checklist. Mail or drop off as soon as possible to assure your date is reserved along with your Security deposit. Rental fee is to be paid when picking up the keys the day of the rental or the business day before weekend rental.

Purpose of Use: _____ Requested Date: _____
Name of person or Organization in charge: _____ Phone Number: _____
Address: _____
Non-Profit ID# (If applicable) _____ and FEIN# _____

****You may require to show proof of insurance/permits depending on event usage****

I Verify the documented information and agree to the Town Of Madrid Ordinances regarding the Community Building Usage.

Signature of Applicant

Date

Building Daily Rental Rates:

Madrid Property Owner: \$200.00

Non-Property Owner: \$250.00

Pavilion Daily Rates:

Resident/non: \$100.00

Pavilion Rental Rates w/ Building Rental:

\$50.00

Security Deposit:

\$100.00

You will not receive your deposit back for the following reasons:

1. The key is not returned
2. The building is left unsatisfactory; per Madrid Community building rules that is provided and posted in the community building.
3. Any damage to the building or grounds as a result of your rental shall be deducted from the security deposit. If these costs exceed the deposit, the balance will be billed to the applicant.
4. You or someone in your party violates the Building Use Rules.

Upon completion of inspection by caretaker, you may pick up the deposit after 2 business days, or otherwise notified. Renter will be notified of any applicable charges.

Security Deposit is required by any Individual or organization.

Cancellation Policy: You must cancel your reservation at least 30 days prior to event in order to receive a full refund of security deposit.

Key# _____	Date Building Checked: _____	Date Deposit Returned: _____
Issue Date: _____		
____ Okay ____ Not Okay _____ amount of deposit returned		

Reason For Deposit not
returned: _____

