



# Muslim Community Center of the Capital District

21 Lansing Road North, Schenectady, NY 12304

**Phone:** (518) 708-9804 • [www.mccalbany.org](http://www.mccalbany.org)

**Event:** [coordinator@mccalbany.org](mailto:coordinator@mccalbany.org) • **Promotions:** [info@mccalbany.org](mailto:info@mccalbany.org)

## Banquet Rental Application

Reservations should be made a minimum of 2 weeks in advance.

*Please Write Clearly.*

<b>Name of Applicant</b>		<b>Name of Organization or Group</b>	
<b>Street Address</b>		<b>City</b>	<b>State      Zip Code</b>
<b>Email Address</b>		<b>Phone Number</b> <i>(Cell)</i> <span style="float:right"><i>(Home / Work)</i></span>	
<b>Event Date(s)</b>	<b>Arrival Time</b>	<b>Departure Time</b>	<b>Total Hours of Rental</b>
<b>Type of Event</b>		<b>Estimated Attendance</b>	
This event is open to the <b>Public</b> or is a <b>Private</b> event <small>(Please circle one)</small>		Is there an admission fee? ___ No    ___ Yes    IF YES, HOW MUCH? _____	
<b>Will there be any fundraising?</b> (Fundraising requires prior approval)    ___ Yes    ___ No Proceeds will be used for: _____			
<b>Will food or snacks be served?</b> ___ Yes    ___ No ___ Lunch    ___ Dinner    ___ Snacks    ___ Tea / Coffee    ___ Other: _____			
<b>Equipment Required (see fee schedule):</b> ___ Podium      ___ Overhead Projector    ___ Additional Tables      ___ Additional Chairs ___ Speaker System    ___ LCD Projector      ___ Chair Covers:      ___ Other: _____			
Would you like MCC to promote your event on our social media channels and website?    ___ Yes    ___ No <small>(Promotion does not include advertisement on ICCD web platforms, only for MCC)</small>			

1. Activities that violate Islamic principles are strictly prohibited.
2. Renters shall not permit more persons in or at the facility at any one time than the limits described below:  
Seated in the banquet hall: 400 persons;
3. Any **advertisement** at MCC for the event is limited to flyers without any offensive materials placed at authorized spots.

4. **Media:** Specific approval from the MCC Board is required in advance for any **media involvement** and the scope of their presence for the event. A designated person(s) will be provided by the organizer, who must accompany the media at all time.
5. All **decorations** of any kind are to be put up with masking tape only. At the end of the event applicant is responsible taking down the décor without any damage to MCC property, furniture and fixtures, and is responsible for any and all damages. Bells of any kind are not allowed.
6. **Rose petals** for decoration purposes are allowed at an **additional cost** of \$150.00 (separate from deposit).
7. **Cleaning & Storage:** The applicant is responsible for removing all trash and moving it to designated receptacles in the parking lot. All applicants' property should be removed at the end of the rental period. Failure to do so will result in being charged for disposal removal of property.
8. **Liability:** Applicant takes full responsibility for all physical and property damage, losses, injuries and accidents.
9. **Lawful Activities:** All activities must meet all federal, state and local government laws. The applicant will bear total responsibility for any and all consequences including but not limited to immediate eviction from the MCC premises for any infraction of such laws by any individual or group.
10. **Restricted:** The use of the MCC facility is restricted to the areas rented. If any of the guests or their children use other areas of the facility, additional space rental fees will be charged to the applicant who will be responsible for any additional liability.
11. **Security:** The event organizers are responsible for providing their own security during the events – **specially** to monitor the entrances and hallways and to prevent damage by children. You can use volunteers or hire security.
12. **Deposits:** Deposit of \$500.00 is due at the time of the reservation being made, in order to hold the reservation. The rental fee must be paid within 4 weeks of the reservation being made, otherwise facility use will not be provided, and deposit will not be refunded. For reservations made within 4 weeks of the event, entire rental fee and deposit is due at the time of the reservation. All deposits cleared from the bank will be refunded after adjustment for damages and for additional charges for extra time, space and equipment usage.
13. **Noise:** All entertainment noise will end at midnight.
14. **Caterers:** All caterers must have a valid (unexpired) New York caterer's license Applicant MUST provide from each caterer and/or vendor a Licensee with proof of liability insurance for the safety and health of individuals occupying the Licensed Premises during the Term naming Licensor as an additional insured and having coverage of no less than Two Million Dollars and No Cents (\$2,000,000.00) at least seven (7) days prior to the event.
15. **Peanut and Nut Free:** For safety reasons, peanuts and **nuts of any kind** are not allowed in goodie bags.
16. **Fundraising.** Fundraising events shall not be permitted unless approved in writing by MCC's Board of Directors (the "Board"), who shall follow the fundraising policy as provided by the ICCD Board.
17. **Smoking is prohibited in, on or at the premises at any time. Violation of this policy will lead to termination of the event, and the organizer will be billed for the cost of cleaning.**
18. **Fire Alarm:** If the fire alarm is pulled during an event, there will be a \$250.00 fine will be imposed on the renting party.
19. **Storage:** The applicant shall be responsible for removing all trash, leftover food, other items brought in by the applicant and or their vendor (s)MCC shall be under no obligation to store any items the applicant fails to remove from the premises at the end of the event. The applicant shall pay, on demand, to the MCC a storage fee in the amount of \$100.00 per day beginning on the day immediately following the event for storage services.
20. **Termination.** In addition to any other remedy at law or equity, if applicant fails to comply with or satisfy the terms and conditions set forth in this Agreement, MCC shall have the right to revoke the agreement and terminate the event.
21. **Acts beyond MCC's Control.** In the event the premises or any part thereof is damaged or destroyed and renders MCC's obligations under this Agreement impossible to perform, then MCC, in its sole and absolute discretion, shall have the right to terminate this Agreement, which shall be of no further force and effect, and shall return the License Fee, the License Hold/Security Deposit.

# Payment Schedule

## Private/Commercial Entities:

Maximum of 5 consecutive hours, must end by 11PM.

\$500.00 includes chairs and tables for up to 150 people (15 round table settings; chair covers not included).

\$750.00 for 250 people (25 round table settings), After 250 people, it will be \$10.00 per person.

## Fundraising Events:

\$500.00 flat rate and ICCD will collect 10% of funds collected the day of the fundraiser.

Maximum of 5 consecutive hours; must end by 11PM.

## ICCD/MCC Sponsored Events (including seminars) & Student Association Events:

\$500.00 for the banquet hall. Maximum of 5 consecutive hours; must end by 11PM.

## Lobby Rental:

\$250 for private rental, \$150 MCC sponsored event. Maximum of 5 consecutive hours; must end by 11PM.

## Kitchen Rental:

\$250.00 for use of the kitchen. Must be paid at the time of booking.

**Upon Request: Banquet Hall can be made available for set up on the day of the event at 11AM.**

## Additional Hours:

The renter may request additional time which must be clearly defined in this agreement, must be pre-paid at the following rate:

Additional Hours: \_\_\_\_\_ AM | PM TO \_\_\_\_\_ AM | PM = \_\_\_\_\_ Hours @ \$150.00/Hour

**TOTAL COST = \_\_\_\_\_**

If the event runs past 11 PM without prior approval and payment of additional hours, the deposit will be used to offset the cost of additional hours. Additional amount will be billed to the renter.

## Item Rental Rate (for the duration of the event):

- Chair Covers: \$100.00
- Percolator (large): \$30.00
- Percolator (medium): \$15.00
- Podium: \$25.00
- Projector and Screen: \$150.00
- Audio: \$50.00
- Extra tables and chairs (from ICCD): \$60.00 transportation cost; additional \$2.00 per chair, \$10.00 per table.
- Extra gold fabric chairs in the basement: \$2.00 per chair.
- MCC Warmers: \$50.00 per warmer.

***NOTE:*** Any damage to the rental items will be deducted from the security deposit. Deposit(s) will be returned within 30 days after the day of the event. If the damage cost exceeds \$500.00, the applicant will be responsible for paying the difference.

## Disclaimer:

MCC EXPRESSLY DISCLAIMS, AND APPLICANT HEREBY EXPRESSLY WAIVES, ANY WARRANTY, EXPRESS OR IMPLIED INCLUDING, WITHOUT LIMITATION, A WARRANTY FOR A PARTICULAR PURPOSE AND/OR ANY OTHER WARRANTIES ARISING FROM APPLICANT'S LICENSING OF THE PREMISES AND USE OF THE PREMISES UNDER THIS AGREEMENT.

MCC SHALL HAVE NO LIABILITY WHATSOEVER FOR CONSEQUENTIAL, EXEMPLARY, SPECIAL, INCIDENTAL, OR PUNITIVE DAMAGES ARISING FROM, IN CONNECTION WITH OR RELATED TO THE EVENT OR ARISING UNDER THIS AGREEMENT.

IN ANY EVENT, THE LIABILITY OF MCC TO THE APPLICANT FOR ANY REASON AND UPON ANY CAUSE OF ACTION SHALL BE LIMITED TO ONE HUNDRED PERCENT (100 %) OF THE AMOUNT ACTUALLY PAID TO MCC UNDER THIS AGREEMENT. THIS LIMITATION SHALL APPLY TO ALL CAUSES OF ACTION IN THE AGGREGATE INCLUDING, WITHOUT LIMITATION, BREACH OF CONTRACT, BREACH OF WARRANTY, NEGLIGENCE, STRICT LIABILITY, MISREPRESENTATIONS AND OTHER TORTS.

By signing this application, I certify that I have read and understand the guidelines for the use of the facility and will abide by all the conditions set forth therein. I am personally responsible for payment of any damages to the rental space and all rented equipment during the usage. I agree to leave the facility in the same condition as found before use. The applicant agrees to hold free and harmless the Muslim Community Center, its Management, the BOD, the ICCD, its employees, agents and any other service institutions or entities of the MCC from any loss, accidents, illness, injuries, damages, liability or expenses that may arise before, during or after the event or thought to be caused in any way by such occupancy of this facility.

APPLICANT SIGNATURE	DATE	DEPOSIT PAID:	MCC STAFF INITIAL
MCC EVENT COORDINATOR SIGNATURE	DATE	MCC OFFICER & TITLE	DATE
FULL PAYMENT RECEIVED	DATE	MCC EVENT COORDINATOR SIGNATURE	DATE