



DUNKIRK CONFERENCE CENTER, INC

3602 East Lake Road · Dunkirk, New York 14048 · Phone (716) 366-1900

www.dunkirkcc.org

Policies and Terms of Agreement **Please read and sign at the bottom**

Event Policy

Building rentals are for up to hours, unless prior arrangements have been made, ending no later than 11pm. The event will end at the contracted time. You will be given 30 minutes, at no additional charge, after the contracted time, to allow for final farewells and gathering of personal belongings.

Beverages

We offer a large selection non-alcoholic beverages as well as beer and wine. Please note that alcoholic beverage sales are regulated by the State Liquor Authority. The Dunkirk Conference Center as a licensee is responsible for the administration of these regulations. Therefore, it is a policy that NO liquor, beer or wine be brought onto the grounds from outside sources. **The Dunkirk Conference Center reserves the right to deny service to someone who is intoxicated and/or is at risk of doing harm to themselves or others.**

Please initial _____

Beer and wine can be brought in by group if renting the picnic grove or for small parties (50 or less) in Mother's Memorial. **Absolutely no hard liquor allowed.** This is a privilege and is at the discretion of the Camp Manager. Dunkirk Camp & Conference Center has the right to stop all alcohol consumption on the property as it deems necessary to ensure the safety of any person(s) on the premises.

Please Initial _____

****No one under 21 years of age is permitted to consume alcohol of any kind!**
Failure to comply with this policy will result in being asked to leave the premises.

Parking

Parking is next to the Administration Building **ONLY**. If you need access to the Mother's Memorial building to drop off items, please notify management prior to arrival to set up a time to do so. We will allow your band or DJ to drive to the building to unload and load equipment with prior notification. On the day of your event our staff will provide rides using our golf carts to transport anyone who has trouble walking from the parking area. We also provide rides between the buildings for these people before and after dinner. If you have guests that are in a wheelchair, you may drive them to the Mother's Memorial building, again with prior notification.

Personal Property

Dunkirk Conference Center does not take responsibility for any lost or stolen items. If you need to leave something behind to be picked up at a later date, please make arrangements with a member of management so that the item can be placed in a secure area.

Confirmation

All functions are deemed tentative until a **\$250.00** deposit is received.

Deposits are **not refundable**. Cancellations more than 1 month from date of event will refund any payment made over and above the initial \$250 deposit. **NO REFUND WILL BE ALLOWED LESS THAN 1 MONTH PRIOR TO EVENT.**

Payment Policy

Full payment by check or money order is due 2 weeks prior to the event. Prices are subject to change without notice, however, we will guarantee at least 30 days in advance of your event. A 20% gratuity and 7.5% New York State sales tax will be added to all catered functions. Failure to pay for function will result in legal action. All legal fees incurred will be the responsibility of the contracted person(s) and not the Dunkirk Conference Center. Please Initial _____

Certificate of Insurance

A Certificate of Insurance issued by your insurance company to your group or sponsoring group must accompany this agreement stating your coverage and that the Dunkirk Conference Center Inc. is listed as additional insured on your policy.

Damage Deposit

Damage deposit of **\$250.00** will be retained by the Dunkirk Conference Center until an inspection determines that the buildings and grounds are free of damage and/or debris. You will be held liable for any damages caused to buildings or property and any injuries due to personal negligence. You will be responsible for all expenses up to and exceeding your \$250 deposit. Deposit is due at the time of the final payment and will be refunded after an inspection of the buildings and grounds.

Decorating

When camp is in session, all decorating must be done the day of your event after 11 am to allow the campers to collect their belongings from the building and staff to clean. Decorations can be brought in and stored prior to your event providing you make prior arrangements with the Camp Manager.

Rental Fees

- A facility rental fee of \$400.00 per building will apply to all events.
- Pool Rental - \$75/hour with a minimum of 2 hours. We provide lifeguards. You must bring your own towels.
- Sports Equipment (Basketball Court, Volleyball Court, Frisbee Golf) - \$50 flat fee

Prices are subject to change no less than 30 days prior to your event

Additional Charges

ANY additional charges that incur on the day of the event (additional alcoholic beverages or additional time for reception) MUST be paid by cash or credit card at the time of service.

NO PETS, ILLEGAL DRUGS, FIREWORKS OR FIREARMS ALLOWED ON THE PREMISES.

____ IN ACCORDANCE WITH NEW YORK STATE LAW, SMOKING IS PROHIBITED IN ALL BUILDINGS

THIS AGREEMENT WILL BE CONSIDERED BINDING, AND YOUR DATE CONFIRMED, UPON RECEIPT OF ONE SIGNED COPY OF THIS RENTAL AGREEMENT, CERTIFICATE OF INSURANCE, AND DEPOSIT CHECK.

I, the undersigned, have read and agree to the Policies and Terms of Agreement stated above. I also understand that these Policies are subject to change without prior notification and a new agreement will be provided to me for review and signature.

Dunkirk Conference Center Inc. Representative

Date _____

Authorized Representative of your Party

Date _____