



QUINLAN MARKET BUILDING

RENTAL APPLICATION & INFORMATION PACKET



Town Resident / Org
\$500 Per Day

Non-Resident / Org
\$550 Per Day

Security Deposit
\$50 Refundable

Available Rental Hours: 10:00 AM – closes 9:00 PM

SECTION 1 — APPLICANT INFORMATION

Organization / Person Name: _____

Mailing Address: _____

City, State, Zip: _____

Phone: _____

Email: _____

Nature of Event: _____

Will food and/or beverages be served? ☐ YES ☐ NO

SECTION 2 — RESERVATION DETAILS

Date(s) Requested	Start Time (incl. set-up)	End Time (incl. clean-up)	Number of People	Total Charge

SECTION 3 — REQUIRED DOCUMENTATION

All rentals must include the following at the time of submission:

- Completed and signed rental application form
- Signed liability waiver
- Certificate of Insurance: \$1,000,000 Liability with the Town of Irondequoit listed as additional insured
- Health Department Permit (required if preparing food on site)

SECTION 4 — TERMS & CONDITIONS

IN CASE OF EMERGENCY

EMERGENCY — CALL 911

Non-Emergency (Mon–Sun until 3:00 PM): 585-478-1968
Non-Emergency (After Hours Answering Service): 585-336-6090

General Rules

- You are responsible for your own set-up and clean-up. No staples or paint allowed in or on structure. No lawn stakes permitted. The Quinlan Market Building and surrounding area must be clean and free of debris and garbage at the close of your event.
- The person, group, or organization renting the facility is responsible for all damage or unacceptable conditions left after use.
- No access to tables and chairs is included with the rental.
- The rental application is non-transferable. The named renter must be present at all times and is responsible for leaving the facility clean and orderly.
- Rental of the facility is contingent on the special events and recreation programs calendar for the Town of Irondequoit. In the event of scheduling conflicts, the Town of Irondequoit reserves the right to cancel or reschedule reservations as necessary.
- Renter is responsible for supplying their own cooking and cleaning supplies, in addition to tabling and seating.

Refund & Cancellation Policy

- Refunds will not be granted for rentals cancelled less than 10 business days before the rental date or if the rental is cancelled after it has started.
- A reservation may be cancelled with 10+ day notice. Cancellations or date transfers must be submitted in writing, a \$10.00 administrative fee will be withheld from the refund. Cancellations with less than 10 day notice may result in loss of entire refund.

Prohibited Activities

- Alcohol and drugs are not permitted on the premises.
- Selling alcoholic beverages in any Town facility is strictly prohibited.
- The facility may not be used for personal gain, fundraisers, or ticketed events.
- Tobacco, e-cigarettes, and related products are prohibited inside buildings and in areas immediately outside. Designated smoking areas are located near the dumpster areas on site.
- Recreational marijuana is not permitted on the property.
- Signs are not permitted on Town property, with the exception of “Event Name Here” signs, which must not be attached to park signs and must be removed after the event to avoid additional charges.
- Building entrances and exits must not be blocked.
- All vehicles are to be parked in designated parking areas.
- Amplified sound is NOT to be heard outside of the facility.
- Pyrotechnics of any kind are NOT PERMITTED on the grounds.
- Balloons (helium or not) are not permitted in the building except by permit only and must be removed from facility by renter when event has ended.

Age & Alcohol Policy

- Applicants must be 21 years of age or older to rent a facility.
- The renter is responsible for ensuring all attendees comply with minimum legal drinking age laws.

Cleanliness Requirements

The security deposit, or a portion thereof, will be retained if the facility is not left clean. Renters must:

- Dispose of all garbage, including from bathrooms
- Sweep floors to remove all debris
- Remove all decorations and tape

Town Staff Rights

- The Town of Irondequoit staff reserves the right to determine to whom rental agreements are issued, to revoke agreements, determine privileges for future rentals, and maintain complete jurisdiction over all Town property.

SECTION 5 — APPLICANT SIGNATURE

By signing below, I/we agree to:

- Abide by all guidelines, terms, and conditions listed in this document.
- Pay all applicable fees in full.
- Cover the cost of repair or replacement for any Town of Irondequoit property damaged during the use of this facility.

<i>Signature of Applicant</i>	<i>Date</i>
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Please submit completed applications to: Irondequoit Recreation, 450 Skyview Centre Parkway, Suite 200, Rochester, NY 14622

Or email to: recreation@irondequoit.gov • Confirmation will be sent to the email address provided.

FOR OFFICE USE ONLY

Date Entered: _____	Total Amount: _____	Payment Type: _____	Staff Initials: _____
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