

Selden Fire District Room Use

Only Selden Fire District residents are permitted to rent the room- all paperwork submitted must have a name, address, phone number, email address, etc. listed on it.

There are building requests forms available in the District office.

The room fee is \$1000 for up to 150 people and a second check for \$1000 is also required as a damage retainer which will be returned if no damage is occurred. You are allotted four hours with one hour to set up prior to your party. The room holds up to 200 people, we provide white tablecloths, and use of the soda bar (Pepsi, Leon lime, and orange - whatever is in it at the time of your party), the room has five sterno's heating as well. Your party will be assigned a houseman for the five hours to assist with your party. A second houseman may be assigned to your party if it over 150 people and an additional \$200 charged. An Accord 25 from your homeowner's insurance is also required naming you as the primary and the Selden Fire District as the secondary for the day/time of your event.

All clubs, associations, and fundraiser requests must be on official business letterhead (With tax exempt number) *Approved requests must submit an Accord 25 Certificate of insurance two weeks prior to event

No room use is permitted in the month of December

No food is allowed to be cooked at our facility, only food is to be heated up. We have a refrigerator and ice machine available for use. If you have an outside caterer, we require their liability insurance as well. You are responsible for all paper goods and utensils. Nothing is permitted to be hung from the walls or ceilings, and there is no confetti or glitter allowed.

If you are still interested in renting the room, call the district office for date availability. Only one event per weekend is entertained. If available, we will hold the day so you can write a letter to the Selden Board of Commissioners stating the day, time, type of event (Sweet Sixteen parties must have proper adult coverage) to be read at the Boards meeting for approval. Meetings are held on the second Tuesday and forth Friday of every month. You will be contacted whether it has been approved or not. Approved events will have a room use contract mailed out the next day after the meeting. It should be returned to the district office with your two checks and Accord 25's no later than two weeks before your event. If you need further information, please call the District office at 631-732-5570



SELDEN FIRE DISTRICT



APPLICATION FOR USE OF FIRE DEPARTMENT BUILDING OR GROUNDS

File application at least forty days prior to the requested date

Name of Organization / Selden Fire District Resident

Address _____

Phone Number: _____ Email address: _____

Name of Building _____

Date(s) _____ Time: From _____ To _____
(Day of week) (month) (day) (year)

Purpose: _____

Estimated Attendance _____ Proper supervision _____

Equipment Requested: Tables (No.) _____ Chairs (No.) _____ Microphone _____

***** Certificate of Insurance required for all events *****

_____ Membership list required Yes ___ No ___
(Signature of Applicant)

Board of Fire Commissioners Approval

Approved _____ Not Approved _____

Chairman: _____ Date: _____

BOARD OF FIRE COMMISSIONERS

P.O. Box 870/Woodmere Place, Selden, N.Y. 11784-0708 • Phone: (631) 732-5570 Fax: (631) 732-0524 • Office Hours: Mon-Fri. 8am - 4pm