



2017 Facility Rental Fees & Regulations **Community Centers/Parks/Beaches**

Park/Beach Reservations

- *The park and beach picnic areas may be reserved on an hourly basis and fees vary depending on the day and time. All applications require a \$25 non-refundable application fee.*

Application Fee	\$25.00
Group Picnic/Beach Party**	\$10.00 per hour***
Gazebo/Pavilion Rental (residents)**	\$50.00 per hour***
Gazebo/Pavilion Rental (non-residents)**	\$100.00 per hour***

**Permits cannot be issued during beach operation

***Groups of 15+ are required to submit a \$50 park attendant & cleaning fee

Town Buildings

- *Alcoholic beverages may NOT be consumed on Town Property.*
- *A clean-up security deposit and/or Certification of Insurance naming the Town of Riverhead as the additional insured may be required of large groups. The applicant shall be responsible for clean-up around the area used.*
- *Facility request for the continuous use of a community center will be issued on a first-come first-served basis; however, groups which have used the facility the previous year will be priority in renewing their application. (Please see Quarterly dates Sheet)*
- *Single Usage requests will be handled in order in which they are received and according to the availability of the facility.*

Resident Usage

Application Fee	\$25.00
Single Usage Meetings	\$15.00 per hour (Min. of 2 hours)**
Reoccurring Weekday Meetings during Business Hours	\$75.00 surcharge (every 6 months)
Weekend Events/Parties	\$70.00 per hour (Min. of 4 hours) \$100.00 Security Deposit

Non-Resident Usage

Fees	\$100.00 per hour (Min. of 4 hours) \$100.00 Security Deposit
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****Deposit will be refunded if the building guidelines are followed and there is no damage to the building.

**Riverhead Meeting Organizations that contain less than 75% residents will default to the single usage meeting rate of \$15.00 per hour.

Payment Options

In-person- Check, Cash, Credit Card, Money Order.

Over the Phone- E-check or Credit Card

All Security Deposits must be in the form of a Check and Separate from the Final Payment.