



[www.heritagecenternsyc.com](http://www.heritagecenternsyc.com)

**Heritage Center**  
633 Mount Sinai-Coram Rd.  
Mount Sinai, NY 11766  
(631) 403-4846  
[events@nsyc.com](mailto:events@nsyc.com)

## **Rental Rules and Regulations**

*Thank you for your interest in the Heritage Center! We are excited to work with you to ensure that you and your guests have a wonderful and memorable experience at our venue.*

*Please take the time to carefully read through the following policies. Clients are expected to comply with rules and regulations and acknowledge that violation of the same may result in additional fees, loss of security deposit, and/or event cancellation prior to its completion.*

*If you have any questions, you may call the Heritage Center at 631-403-4846 or e-mail us at [events@nsyc.com](mailto:events@nsyc.com).*

### **Rental Information:**

*The Great Room holds 100 people and costs \$250 an hour. If you wish to have more room you have the option of adding out lobby for an additional \$50 per hour.*

*If you are renting by the hour as opposed to the 6-hour block, please be aware that a 4-hour minimum is required and you will need to account for any time needed for setup and cleanup when booking your rental. Setup includes all caterers, DJ's, decorating, or any other outside services.*

*A staff member will be present in the building during your event to assist you as needed. Please note, staff hours coincide with your rental, therefore we cannot guarantee entry earlier than your rental time. If you are hiring any vendors, please make sure they are aware of your start time based on your rental booking.*

### **Booking:**

*You may determine availability and book your event using our online booking software. Events can be booked out as far as a year in advance. Please note that your booking time will be the start time of when you can enter the building to set up and the end time of your booking reflects when your clean up should be finished. A refundable security deposit of \$200 is required at the time of booking to secure your rental date and time. This deposit will be refunded within 7-10 business days after your event has ended, unless any damage to the building and/or property is found at its conclusion.*

*North Shore Youth Council reserves the right to review, cancel, or deny applications if the event is too large for the venue or is deemed inappropriate by the organization.*

### **Payments:**

*Once you book and create an account, you can pay directly through your invoice. We accept all major credit cards. You can then manage your event and make partial payments. All events must be paid in full 30 days prior to the event date.*

### **Cancellations:**

*If a reservation is canceled, a \$100 processing fee will be retained. Cancellations made prior to 60 days will be refunded \$100, which is half the \$200 security deposit. Cancellations made less than 60 days will not be refunded.*

### **Special Event Insurance:**

*All clients are required to obtain Special Event Insurance. Special event liability insurance covers short-term private and public events against bodily injury and property damage claims.*

*North Shore Youth Council requires event organizers to carry liability insurance to help pay for medical expenses if a guest is injured and/or to protect venue property from damage, including the building and/or any equipment.*

*The insurance must include a minimum of the following coverages:*

- *Liability \$1M/ \$2M*
- *Damages to premises \$100K*
- *Host Liquor Liability*
- *Waiver of Subrogation*
- *Additionally insured*
- *North Shore Youth Council Heritage Center, 633 Mount Sinai Coram Rd. Mount Sinai, NY 11766*
- *\*The Town of Brookhaven, 1 Independence Hill Farmingville, NY 11738*

*\*Note: The Town of Brookhaven is only required as a partner with shared parking at Heritage Park. The Heritage Center is owned and operated by North Shore Youth Council.*

*This event insurance can be obtained through Eventhelper using the unique link below.*

<https://www.theeventhelper.com#iNo1le>

### **Room Setup:**

*Tables and chairs are routinely disinfected and included in your rental fee. You will be given a floor plan to complete and return back to the Heritage Center so our staff knows how to set up for your event. We have 60 inch round tables for seating, 8ft rectangular tables for food, and 6ft tables for gifts or other uses. No outside furniture is allowed. Table coverings must be used on all tables.*

*Restrooms are equipped with touchless soap and paper dispensers, and will be disinfected prior to your event.*

*Our equipment is available for you to use during your event. Please ask for a staff member's assistance when using any Center equipment, including the sound system, thermostat, projector, etc.*

### **Decorations:**

*You are responsible for bringing your own party goods. This includes any decorations, tableware, paper goods, serving ware, utensils, etc. For a small fee, you are welcome to use our coffee urns, but please clean them after use.*

*Masking tape, Scotch tape, Command strips, and wall fastening putty are the only items allowed for securing your decorations to the tables, walls, windows, and stage area. These items must be provided by you. No staples, nails, or tacks are permitted.*

*Metallic decoration sprinkles, glitter, confetti, rice, and birdseed are not permitted inside or outside of the facility.*

*Balloons are permitted; however, they must be securely fastened to prevent them from releasing and raising to the ceiling.*

### **Food and Drink:**

*All food should be served using disposable serving utensils and all drinks should be served in disposable one-time use cups.*

*Glass beer bottles are not permitted.*

*Food and drinks are limited to the Great Room (and Lobby, if using) and are strictly prohibited outside the Heritage Center.*

*New York State law prohibits any person under the age of 21 years to possess and/or consume alcoholic beverages. Alcohol service must cease one hour before the end of your event (not including your cleanup time).*

### **Maintenance and Cleanup:**

*Any directions or instructions from our staff are to be followed for the safety and security of the building and all its users. Please report any safety issues immediately to our staff. They have the authorization to stop or modify the event if deemed necessary or if the application information is found to be false.*

*The building should be left in the same condition it was upon entering to ensure the return of your security deposit. This includes removing all decorations, table coverings, party goods, and garbage. Our staff will assist you if needed.*

*Before departing, it is your responsibility to check with a staff member for confirmation that the cleanup is completed. Your signature is required on a facility inspection report in order to process the return of your security deposit.*

*The following are prohibited:*

- *Smoking anywhere inside or outside of the Heritage Center*
- *Animals inside the building, with the exception of canine assistance or companions*
- *Bicycles or rollerblades in the buildings or patio area*
- *Rice, birdseed, confetti, candles, oil lamps, incense, or heaters (portable, space, electric, kerosene, propane)*
- *Gas or charcoal grills, with the exception of outdoor grills that have been pre-approved by North Shore Youth Council*
- *Fog or smoke machines (please be sure to inform your DJ)*
- *Hay bales, dunk tanks, or fireworks*
- *Motor vehicles, including but not limited to: motorbikes, cars, tractors, etc.*
- *Alcohol consumption by any person under the age of 21 years or consuming alcoholic beverages outside the designated Great Room (and Lobby, if using), in vehicles, in parking lot, or in any area around the Heritage Center*
- *Glass beer bottles*
- *Loitering in the parking lot or outside the Heritage Center*
- *Fighting, any form of physical violence, or threatening staff*
- *Damage to building or building contents, or removal of Heritage Center property*
- *Falsifying applications or any required documents*

***\*Rules and regulations are subject to change at the discretion of North Shore Youth Council.***