



# FINGERLAKES MALL

## EVENT REQUEST APPLICATION

\*Please fill out this form as completely as possible. We understand that everything is subject to change. For your information, please read the Rules for Events on the next page.

### ORGANIZATION

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Please give a brief description of your organization: \_\_\_\_\_

Are you a non-profit organization recognized by the Internal Revenue Service (Code #501c)? **Yes** or **No**

### CONTACT PERSON

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

### EVENT INFORMATION

Date: \_\_\_\_\_ Time: \_\_\_\_\_ Additional time needed for setup/cleanup? \_\_\_\_\_

Open to the public? YES NO Admission cost? YES NO Can you provide insurance: YES NO

Will you be serving: Food? YES NO Alcohol? YES NO

Will you need a dedicated: Housekeeper? YES NO Security? YES NO

Brief description of event: \_\_\_\_\_

### SPACES REQUESTED (Check any you are interested in.)

*\*Please note that current COVID-19 regulations only allow groups of up to 50 people.*

Center Court \_\_\_\_\_

Common areas of the mall \_\_\_\_\_

Business Center (25 people) \_\_\_\_\_

Community Room (50 people) \_\_\_\_\_

Conference Center (12,069 sq. ft.) \_\_\_\_\_

Event Center (35,786 sq. ft.) \_\_\_\_\_

### RENTAL EQUIPMENT

The following are available at an additional charge. Please note approximately how many you will need. You may also bring your own.

Tables: \_\_\_\_\_

Chairs: \_\_\_\_\_

PA System: YES NO

Projector: YES NO

Screen: YES NO

Stage: YES NO

\*Applications can be turned in via:

Mail: Fingerlakes Mall Office  
PO Box 7128  
Auburn, NY 13022

Hand deliver: Fingerlakes Mall Office  
1579 Clark Street Road  
Auburn, NY 13022

Email: Marketing@  
Fingerlakesmall.com

\*Contact Renay Kelley with any questions at 315-255-1188 or [marketing@fingerlakesmall.com](mailto:marketing@fingerlakesmall.com).

(For office use only.)

Date received \_\_\_\_/\_\_\_\_/\_\_\_\_

Contacted \_\_\_\_/\_\_\_\_/\_\_\_\_

Meeting \_\_\_\_/\_\_\_\_/\_\_\_\_

(updated Sept 2020)

## **RULES FOR EVENTS AT THE FINGERLAKES MALL**

This is a general list rules in regards to holding events at the Fingerlakes Mall. This list is not all inclusive, and upon entering a contract with Fingerlakes Mall, you will receive a complete list that will be signed by both the renter and Fingerlakes Mall Management.

1. **Events must be held during regular mall hours.** Any event that runs before or after regular mall hours will be required to pay extra for Security to be on-site.
2. **To reserve the date,** we require 50% of the rental cost and cleaning deposit along with a signed lease. The remaining balance is due 30 days prior to the event unless other arrangements are made with Fingerlakes Mall Management.
3. **Additional items are available to rent.** These items must be paid prior to the event.
4. **Decorations are not allowed** to be hammered, stapled or tacked to the walls. Tape and pushpins are allowed, but must be removed when cleaning up. **Confetti, bubbles, silly string, glitter, rice, birdseed and smoke machines are not allowed without prior permission from Mall Management.**
5. **If serving food that is available in the Food Court,** you must offer the catering opportunity to that restaurant first. Otherwise, you may use an outside, licensed catering service.
6. **Alcohol may be served at events,** as long as all New York State laws are followed along with Fingerlakes Mall policies.
7. **The Fingerlakes Mall is not responsible for any items** that are lost, stolen or damaged before, during, or after the event.
8. **Fingerlakes Mall Staff** have the right to enter the premises as needed. Our Marketing staff reserves the right to take photographs for its own records and for future marketing purposes.
9. **A cleaning deposit of \$200 may be required.** This deposit will be returned after the event as long as the rental space is returned to its previous condition. Set-up and clean-up time is included within the rental period in the lease agreement.
10. **Insurance will be required by the renter.** In some instances, a Hold Harmless Agreement will be sufficient, but this will be determined by Fingerlakes Mall Management.
11. **All children under the age of 18 must have adult supervision** at all times, and are not be left unattended at any time.
12. **Renter is responsible for following all local, state, and CDC guidelines regarding COVID-19.** Renter must provide a Health & Safety Plan to Fingerlakes Mall Management prior to the event. Fingerlakes Mall can provide assistance in creating the plan if needed.

\*Any changes needed to the above stated rules can be discussed with Fingerlakes Mall Management prior to the signing of the lease agreement.