

Requestor:Email Address:				
Home Phone:	Mobile Phone:	Facility Needed Date:	From Hour:	To Hour:
Address:				
Purpose:				_
Tari	iff		Total	
1.Auditorium (includes	s green room, not classroom	ns) Maximum Occupancy: 550 \$20	0/hr.	
Minimum 5 hours. Ext	tra hours \$200/hr.			
Rehearsals \$100/hour	r (4 hours min)			
Mandatory set up cha	arge: \$100			
Cleaning charges dete	ermined after the event (\$30	/hr.)		
Pre-event decoration	and post event decoration r	emoval charges (\$50/hr. Minimum	4 hours)	
(does not include set	up of audio/video system)		\$	
2.Basement Banquet H	Hall (including serving area)	Maximum Occupancy: 400 \$100/	nr.	
Minimum 5 hours. Ex	tra hours \$100/hr.			
Rehearsal/Decoration	n: \$125 per four hours			
Mandatory set up cha	arge: \$100			
Cleaning charges dete	ermined after the event (\$30	/hr.)		
Pre-event decoration	and post event decoration r	emoval charges\$50/hr. Minimum 4	4 hours	
			\$	
3.Kitchen				
\$100/hr. Minimum 5 l	hours. Extra hours \$100/hr.			
Cleaning charges dete	ermined after the event (\$30)/hr.)	\$	

450 Albany Shaker Road, Loudonville, NY 12211 Phone: 518-459-7826 / 518-459-7272 email:albanyhcc@gmail.com Page 1 of 2

Any questions, please contact HCC Manager Mrs. Chandrakala Vupputuri at 518-429-3745. For additional Support/help, please contact Srinivas at 518429-6822.



4. Dining Hall (Maximum Occupancy 120)

\$80/hr. Minimum 5 hours. Extra hour \$80/hour. \$50/hour for meetings

Cleaning charges determined after the event (\$30/hr.)	\$			
5.Upstairs Classrooms				
a) CR 1 (Maximum Occupancy 20): \$35/hour	\$			
b) CR 2 (Maximum Occupancy 20): \$35/hour	\$			
c) CR 3 (Maximum Occupancy 30): \$45/hour	\$			
6.Each Basement Classrooms & Library Rooms				
\$40/hr. Minimum 3 hours. Extra hour \$40/hour	\$			
7.Basement Large Yoga Room				
\$60/hr. Minimum 3 hours. Extra hour \$60/hour	\$			
8.Basement Large Dance Room				
\$60/hr. Minimum 3 hours. Extra hour \$60/hour	\$			
9.Basement Large Dance & Yoga Rooms				
\$100/hr. Minimum 3 hours. Extra hour \$100/hour	\$			
10. Use of Stainless-Steel Supplies set @ \$1.50 / person	\$			
11. Audio equipment Operator \$75 for up to 4 hours (subject to availability of a professional)	\$			
12.Donation (optional and highly appreciated)				
13. Additional charges for any use not mentioned in the Rental Form	\$			
14. Additional charges for any damages to the property	\$			

Usage of Wi-Fi (Free Guest Access)

No negotiations. No recommendations. Maximum 25% discount on extra hours. HCC opens at 9am and closes at 11pm. No decorators be allowed after 11 pm and before 9 am.

Provide Credit Card information - stored in a secure file. All damages to HCC during the event are assessed and charged to the Credit Card on the file. Credit card will be charged with the bill amount after 7 days if the payment is not made by check or other means.

Audio / Video Equipment must be operated by a HCC approved/designated professional such as Tom McGraf at the renter's cost. If the renter makes arrangements with a professional, the renter is responsible to make the payments for the charges to the professional directly.

Customer Signature______ Customer Name ______

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