



# The Malden Bridge Community Center

PO Box 84 / Located at 1087 Albany Turnpike  
Malden Bridge, NY 12115  
[www.MaldenBridgeCC.org](http://www.MaldenBridgeCC.org)

## Facilities Use - Wedding

Name of Responsible Party \_\_\_\_\_

Names of Couple \_\_\_\_\_

\_\_\_\_\_

Date of Wedding \_\_\_\_\_

### Responsible Party Contact information:

Phone: (            ) \_\_\_\_\_ Email \_\_\_\_\_

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

**Maximum capacity for use of the entire facility is 106 persons: Wesley Room, 74 people ; Vedder Hall 32 people. The Malden Bridge Community Center is ADA compliant. WIFI is available. Parking is available. Your event must conclude by 9:00 p.m.**

**Music/DJ:** Electrical requirements must be discussed prior to your event.

*The Malden Bridge Community Center, once the Wesley United Methodist Church, remains consecrated for religious services.*

### Available Equipment:

- |  |                      |                  |
|--|----------------------|------------------|
| Moveable pews in the Wesley Room                   | • Warming oven       | • 2 Punch Bowls  |
| • 5 @ 6' banquet tables                            | • Coffee urn         | • Tent 20' x 30' |
| • 2 @ 5' banquet tables                            | • Refrigerator       |                  |
| • 4 @ 5' round tables                              | • Cooking utensils   |                  |
| • 6' oval wooden table suitable for beverage setup | • Dressing Area      |                  |
| • 54 wooden folding chairs                         | • Moveable coat rack |                  |
| • 7 pre-school size wooden chairs                  | • Religious Articles |                  |
| • Dining flatware place settings for 40 people     | • Two upright pianos |                  |

1. MBCC Areas To Be Used: \_\_\_Vedder Hall \_\_\_Wesley Room (Sanctuary) \_\_\_Kitchen/Pantry. Space is available as a dressing room.
2. Set up / clean up of the room used is responsibility of the lessee. The room reserved must be left in clean/orderly condition – all refuse must be removed/discarded off site. Our coordinator will inspect the premises before and after the event. **See checklist**
3. No nails, tacks, pins or other objects may be driven into the floor, wall, ceiling, woodwork, molding. Use of command strips are permissible.
4. No fixtures affixed to the building and rooms can be removed or changed.
5. Use of the kitchen must be indicated on the application. No cooking or hot plates will be permitted in any area other than in the kitchen.
6. Time scheduled must allow for set-up and clean-up.
7. No smoking/vaping is allowed in the building/on premises.
8. The Board of the Malden Bridge Community Center, Inc. has the right to refuse use of the facility to any individual or group for any reason it sees fit.

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9. The Lessee must abide by **all federal, state and local laws, regulations and ordinances.**
10. The Lessee shall not damage, or allow to be damaged, the premises or any fixture, or personal property located therein. In the event of any damage or loss the lessee shall promptly restore the premises or property to its original state.
11. The Lessee's authorized representative signs the "Lease Agreement" / "the Wedding Reservation and Application for Use" and therefore assumes full personal responsibility for preventing any damage or loss.
12. The Lessee shall and will indemnify and save harmless Malden Bridge Community Center, its officers, directors and agents against any and all loss, damage, and/or liability that may be suffered, caused by, arising out of, or in any way connected with the use by the lessee of the premises, or any part thereof, or the exercise of the Rules of Use, or provisions granted herein.
13. Use, or entrance to the upstairs choir loft is strictly prohibited at all times.

**Please be mindful that MBCC is recycle conscious and encourages  
the use of compostable flatware and event supplies.**

**Notes**

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MBCC Rep Contact \_\_\_\_\_ Phone \_\_\_\_\_

**Wedding Usage Fees**

\_\_\_\_ A fee of **\$350 applies** for the use of the **Wesley Room for a Ceremony Only**. Decorating may be done the day before and cleanup may be done the day after. A non-refundable reservation fee of \$150.00 via check made out to the Malden Bridge Community Center and mailed to the address below is required to hold the date. The balance of \$200 will be collected the day before the event.

\_\_\_\_ A fee of **\$750 applies** for the use of the **entire facility for the day of the event, day before the event to setup and day after event to cleanup. A non-refundable reservation fee of \$250.00** via check made out to the Malden Bridge Community Center and mailed to the address below is required to hold the date. Payment may be made online via the MBCC website in the "donation" area or via check. **The balance of \$500 will be collected the day before the event. Please note your event must conclude by 9:00 p.m.**

**Refundable Cleaning Deposit**

**A cleaning deposit of \$400 is required**, made payable to the Malden Bridge Community Center and fully refundable upon inspection of the facility the day after the event. If cleanup is needed, including removal of trash, food or decorations, or damage the the facility is accessed, the \$400 cleaning deposit will be forfeited.

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**Malden Bridge Community Center  
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\_\_\_\_\_ the  
Responsible Party has read the Malden Bridge Community Center Rules of Use, understands,  
and agrees to abide by the regulations and fees.

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

Signature \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**By signing above, you agree to adhere to the Rules of Use outlined in this document.**

**Please Note:**

**A checklist of the cleanup expectations will be supplied prior to the event.** Upon completion of cleanup and review by MBCC, any cleaning deposit check will be refunded to the above Responsible Party within three weeks from conclusion of your event.

**Cleanup and any material brought in for your event is expected to be completed/removed within 24 hours of event unless other arrangements have been made unless other arrangements have been made with our planner.**

The Malden Bridge Community Center is not responsible for any items, decorations or equipment that are lost or stolen before, during or after your event.

Please return a signed copy of this Reservation & Application For Use form  
along with payment to:

**Malden Bridge Community Center, Inc., P.O. Box 84, Malden Bridge, NY 12115**

**You may email the form to [info@MaldenBridgecc.org](mailto:info@MaldenBridgecc.org) and submit payment(s) via <https://MaldenBridgecc.org/donate/>**

*We are excited to make the  
The Malden Bridge Community Center  
available for your special day.*