

The Northside Hub Rental Guidelines & Policies

Welcome to Scenic Hudson's Northside Hub —designed to be an inspiring gathering place for Scenic Hudson staff, collaborators, the Poughkeepsie community, and visitors.

“The Hub” features multiple spaces for community use, including meetings, public events, workshops, and educational activities.

The Hub's community spaces include:

- an auditorium
- an indoor/outdoor pavilion
- outdoor green spaces
- a community meeting room.

At the moment, The Hub prioritizes Poughkeepsie-centered public programming. Requests by community partners for private meetings, retreats, and events are reviewed on an individual basis. The Hub is not currently available for private functions, such as weddings, birthday parties, or baby showers.

For more information, please contact thehub@scenichudson.org.

Considerations for Reserving a Hub Community Space

The Hub does not accept requests for events/programming during Scenic Hudson's office hours (Tuesdays and Thursdays, from 8 a.m. to 6 p.m.).

Event requests must be made two months ahead of the requested event date. The Hub will try to accommodate shorter notice for groups with fewer than 25 attendees.

Requesting to reserve a space does not guarantee permission to hold an event. Scenic Hudson will grant approval for all events in writing.

Hub Community Space Rules

Renters and their guests are provided with the amenities listed under the **Hub Community Resources** section below. Event preparation, setup, labor, and other materials (such as cups, tablecloths, etc.) are the responsibility of the renter.

Permanent alterations, additions, or installations to the space are prohibited for all renters. Temporary installations and decorations require prior approval on a case-by-case basis, as the preservation of this historical site, its masonry, and the surrounding green space is of the utmost importance. Event participants, including vendors, must follow load-in/load-out instructions provided by the Northside Hub Program Coordinator to prevent scraping walls, scratching floors, or otherwise damaging the space.

By using a Hub community space, the renter agrees to:

- wipe down and return borrowed folding tables and chairs to the storage racks/dollies;
- return bathrooms to an acceptable state;
- dispose of all event trash in the proper receptacles near the dumping area;
- return floors to broom-swept condition; and
- take any other necessary steps to return the space to its pre-event condition.

Storage is not available for partners' equipment (apart from during the approved set-up and take-down times). The renter, or an event contact, must be present on site for the drop-off and pick-up of all event equipment, items, or installations. Scenic Hudson is not responsible for items/equipment left by the renter after the event. Any leftover items will be removed at the renter's expense. Scenic Hudson reserves the right to charge additional fees for any clean-up costs or damage resulting from the event.

Parking

Two parking lots may be available for events at The Hub depending on the day/time, offering a maximum of 83 total parking spaces:

- The “solar canopy lot” across the street from The Hub contains 54 parking spaces, including four electric vehicle (EV) charging stations. For convenience, event guests with EVs are encouraged to download/install the EV Connect Mobile app .
- The parking lot directly adjacent to The Hub contains 29 parking spaces.

Hub Community Resources

The following items are available to renters:

- 57 fold-in-half tables (6 ft x 2.5 ft)
- 110 foldable chairs
- 6 slim trash cans
- 6 slim recycling cans.

The following audiovisual (AV) equipment is available:

- 1 wireless microphone
- 2 moveable speakers
- 1 projector (auditorium only)
- 1 monitor (community meeting room only).

The renter is responsible for all other needed items.

POLICIES

Food & Drinks

A temporary food service permit from the Dutchess County Department of Health is required for any event where food is served to the general public, regardless of whether the food is supplied by a caterer or purchased from a store. The renter must provide a valid food service permit to the Northside Hub Program Coordinator before any event where food will be served to the public. This is not required for invite-only events.

Alcohol may only be served with a liquor license, or a Temporary Alcohol Permit. The renter must provide a copy of the approved liquor license to the Northside Hub Program Coordinator prior to any event at which alcohol will be served. Alcohol being served in the space will result in additional security requirements. In addition, renters agree to comply with all applicable laws related to the storage, transport, and service of alcohol, including ensuring that alcohol is only served to those of legal age. Scenic Hudson is not liable for any costs or claims related to a renter serving alcohol at an event.

Dogs

Dogs are only allowed in the outdoor green space and must be leashed at all times (6-ft maximum).

Hub Photos

The Hub welcomes the promotion of the space in relation to an approved event. For the full communications guidelines, please refer to our [Photo Collaboration Agreement](#).

Health & Safety

No smoking, no consuming alcohol outside of permitted areas, no harming plants in green spaces, and no campfires are permitted at The Hub.

Fees

Rental fees for community spaces are determined individually, taking into account factors such as the size of the audience, the number of hours requested, the event's activities, and mission alignment. The full final cost will be established following a mandatory initial walkthrough with the Northside Hub Program Coordinator.

Payment

A copy of the Rental Agreement Form signed by the renter and Scenic Hudson is required to secure a rental date. Scenic Hudson will send an invoice in the Rental Agreement Form. Payment should be made no later than a week following the event.

Rain Date/Cancellation

Please provide notice of cancellation at least one week before the rental date. In case of inclement weather, renters will work with the Northside Hub Program Coordinator to determine an available rain date during the walkthrough.

Insurance

Renters will need to provide a Certificate of Insurance at least 10 days before their event to all relevant Scenic Hudson entities (Scenic Hudson, Inc., The Scenic Hudson Land Trust, Inc., Northside Junction, LLC, and Northside Junction Master Tenant, LLC). These entities should be named as additionally insured on a primary and non-contributory basis.

Additional insurance coverage or waivers may be needed depending on event activities (such as physical activity, large crowds, or alcohol) and amenities being used (such as coffee carafes or AV equipment). Scenic Hudson will determine the total coverage needed after an event walkthrough with the Northside Hub Program Coordinator.