

FRELINGHUYSEN TOWNSHIP

Rental Application & Agreement for The Recreational Center

Max Occupancy: 225 Person(s)

RENTERS INFORMATION

First Name: _____ Last Name: _____

Address: _____

City: _____ Zip Code: _____

Phone #: _____ Email: _____

Date(s) Requested: _____

Start & End Times: _____

Estimated number of persons attending: _____

RECREATION CENTER RENTAL FEES & RULES :

- The following fees shall apply to all Recreation Center rentals:
 - Rental fee (non-refundable): \$300.00 for 5 hours. \$75.00 Per each additional hour. (\$150.00 Non-profits). *Make check payable to Frelinghuysen Township Recreation.
 - Security/key deposit: \$200.00 (This amount is in addition to the rental fee and is refundable provided that the Recreation Center is not damaged, is left in broom-clean condition, all furnishings are placed in their original locations, keys are returned and all trash is removed. If the Recreation Center is damaged, not cleaned, etc., Then the Township reserves the right to make deductions from the security deposit as necessary to restore the Recreation Center to its condition before the event. * Please make payable in a separate check to: Frelinghuysen Township Recreation
- The following areas are not included in the rental and may not be used in conjunction with the rental:
 Kitchen Stove Refrigerator Storage Rooms OTHER _____

- The Township is not responsible for damages, loss of personal property, equipment or utility malfunctions.
- The renter is responsible for the examination of the Recreation Center facilities prior to rental. Defects should be brought to the attention of the Township. The facility will be examined after the rental. Defects caused during the rental period will be noted and will be the responsibility of the renter.
- Smoking is prohibited inside the Recreation Center, and is permitted outside in designated areas only.
- Alcohol will be served Alcohol will **NOT** be served Event will be **BYOB** only
- If the renter intends to have alcoholic beverages at the event, a social affair permit must be obtained by the renter. The renter can apply to the ABC on-line through its POSSE on-line licensing system at:

<http://www.nj.gov/oag/abc/licensing-files.html> If filing on-line, the application must be made 14 days before the event; if filing a paper application it must be 21 days before the event. The Township's consent to the application is required. The fees charged by the ABC are in addition to the rental and other fees set forth above. hereby being advised to assure that I have

adequate medical, health or disability insurance. The Frelinghuysen Township will not disclose my nonpublic personal medical and financial information, except as required or permitted by law.

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8. Parking of vehicles shall be permitted only in designated areas. Illegally parked vehicles are subject to towing.
9. An adequate number of adult supervisors must be present at all functions for children or teenagers. The name, address, and number of adults must be provided to the Township.
10. **FOURTEEN (14)** days prior to event, the renter shall provide an acceptable Certificate of Insurance, naming Frelinghuysen Township, its officers, agents, employees and volunteers as additional insured's. This Certificate must show evidence of general liability insurance with limits of one million dollars (\$1,000,000) per occurrence for injury and death, including property damage to the Township and to property of other parties, with an annual aggregate of no less than two million dollars (\$2,000,000). Insurance shall be written by an insurance company licensed by the State of New Jersey. It is understood and agreed that insurance shall cover any damage or injury to any and all persons attending or property connected with the event.
11. Rentals are permitted only during the following hours (**The Recreation Center must be cleaned, restored and vacated at or before the end times shown below**):
 - (a) Monday to Thursday: _____
 - (b) Friday: _____
 - (c) Saturday: _____
 - (d) Sunday: _____
12. The Township reserves the right to reject or disapprove applications for cause. The Township also reserves the right to terminate any rental, which, in the sole judgment of the Township, is inappropriate or results in unlawful conduct or activities, which violate the ordinances, rules and regulations of the Township.

CANCELLATION & SECURITY DEPOSIT REFUND POLICY:

- Cancellation prior to 16 weeks is 100% refund of security deposit
- Cancellation between 12 & 16 weeks is 80% refund of security deposit
- Cancellation between 8 & 12 weeks is 60% refund of security deposit
- Cancellation between 4 & 8 weeks is 40% refund of security deposit
- Cancellation within 4 weeks of the scheduled event rental will forfeit the entire security deposit

RENTAL TERM:

1. The term of this rental shall start at the date(s) and times as agreed to on this application. Rental will include 5-hour term on rental date and includes event setup, event, and event cleanup. Hours in addition to this term shall be billed at an hourly rate of \$75.00 per each additional hour.
2. Rental time shall begin upon access to the building on the day of rental by the Renter or Renter's agents and/or representatives, such as a party-planners, caterers, DJ's, etc.

3. Renter shall assure all party planners, caterers, etc., have Owner's and Renter's contact information and is aware of hours of rental. Access to the facility shall be only as set forth herein. Renter shall coordinate all access and shall accept all charges incurred should Renter's consultants, representative's, and/or contractors require additional access.

The undersigned agrees that by signing this agreement, I am personally responsible for any damage to the Recreation Center. If the damage exceeds the security deposit, I am personally responsible for that additional amount.

By signing this agreement, the renter agrees to hereby waive, release, absolve, indemnify and hold harmless Frelinghuysen Township, its officers and employees from any and all claims and damages arising directly or indirectly as a result of the matter herein authorized, to the full extent allowed by law.

I (We) agree to the rules and fees set forth in this agreement.

RENTER'S (print name): _____

RENTER'S (signature): _____ Date: _____

(please do not write in the section)

RECREATIONAL CENTER USE ONLY

APPLICATION FOR RENTAL IS: **APPROVED** **DENIED**

Reason for denial if applicable: _____

Recreation Center Authorized Representative (print name):

Recreation Center Authorized Representative (signature):

_____ Date: _____