BOROUGH OF HADDON HEIGHTS
COMMUNITY CENTER RENTAL AGREEMENT

1. RENTER NAME: _____

2. RENTER ADDRESS: _____

_____

3. PRIMARY PHONE:_____ ALTERNATE PHONE: _____

4. EMAIL ADDRESS: _____

5. DATE OF RENTAL: _____

6. TIME OF EVENT: _____ TO: _____

(Please be sure to include all set-up, clean-up and "additional free" time in your event time)

7. TYPE OF EVENT (please be specific): _____

a. If event is a fundraiser, will raffles or another "game of chance" be offered? ____ No ____ Yes

b. If you answered yes, please indicate which type? _____

Additional Games of Chance licenses are required and must be obtained through the State of NJ and Borough of Haddon Heights. Please contact Borough Clerk (856)547-7164 ex 30. Bingo of any kind is NOT permitted in any government owned building.

8. ANTICIPATED NUMBER OF GUESTS: _____

9. Rental Fee is due **10 BUSINESS DAYS PRIOR** to your event and will be deposited at that time.
Rental Fee: Resident $100/hr - Non-Resident $150/hr Total Due: _____ Due By: _____

By signing below, renter agrees to all rules and regulations and is responsible for condition of facility.

_____
Renter Date

_____
Kelly Santosusso, Borough Clerk

Security Deposit Paid _____
Check #_____

Hold Harmless Agreed _____

Rental Fee Paid _____
Check #_____

TWO COPIES OF THE RULES & REGULATIONS ARE ATTACHED. PLEASE BE SURE TO RETURN ONE SIGNED COPY TO THE OFFICE AND RETAIN ONE COPY FOR YOU.

FOR OFFICE USE ONLY:

- ☐ Rental Agreement signed by Renter
- ☐ Hold Harmless Signed and Agreed by Renter
- ☐ Rules and Regulations Signed by Renter
- ☐ $250 Security Deposit Received
- ☐ Rental Payment Received

Rental Payment Received _____

Rental Payment Deposited _____

Deposit Returned By Mail _____ Picked-Up _____

If Picked Up, Please Sign & Date

_____

*****RETURN TO BOROUGH*****

HOLD HARMLESS AGREEMENT

(To be signed by individuals/organizations using municipal facilities)

BETWEEN THE BOROUGH OF HADDON HEIGHTS AND

_____

Name of Individual or Group renting the facility (hereinafter referred to as "Renter")

_____

Address

_____

Phone Number

_____

Type of Organization (Individual, Partnership, Non-Profit Corporation, Corporation, Public Entity)

In consideration to the use of Haddon Heights Community Center on the following date: _____ for the purpose of _____ the undersigned agrees to indemnify and hold the Borough of Haddon Heights and its officers, agents, and employees harmless from any and all liability, claims, costs, and attorney's fees arising out of the use of the property referred to above.

I understand that this Hold Harmless Agreement also requires that the Borough of Haddon Heights is indemnified from any losses or damages resulting from the acts of omissions from any guess, participant, visitor or other person attending the event herein referred to. In order to induce the Borough of Haddon Heights to accept this Hold Harmless Agreement, the following information concerning the intended use of the premises is furnished:

a. Total Number of persons anticipated is _____.

b. Live entertainment will be provided: YES / NO
   Type:_____

c. Is the event is a fundraiser: YES / NO … If Yes, will a "game of chance" be offered? YES / NO
   b. Type of Game(s) being offered? _____

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d. Other: _____

This Agreement shall remain in full force and effect for any continued, additional or postponed date for the event indicated.

The municipality reserves the right to cancel or interrupt the event if the representations set forth herein are not adhered to or if the municipality determines that a situation that might lead to personal injury, property damage or violation of law exists.

Signed this _____ day of _____ 20___

_____ _____

Authorized Signature of Renter Borough Representative

*****RETURN TO BOROUGH*****

HADDON HEIGHTS COMMUNITY CENTER

RULES AND REGULATIONS

CAPACITY: **100**

Please do not enter before or stay in excess of your allotted rental time; your fob (electronic key) records your arrival and departure; you will be charged accordingly.

A $250 security deposit is mandatory and is payable at time of reservation. Your security deposit will be returned within one week after rental, providing there is no violation of these rules and regulations.

The rental payment will be due on or before 10 BUSINESS days prior to your event! In the event of a late payment, only Cash or Certified Check will be accepted. If payment is not received at least 5 business days prior to the event, the borough reserves the right to cancel the event.

If event is a fundraiser and offering a "game of chance" it must be indicated on paperwork and proper licenses will need to be obtained, please contact the Borough Clerk 856-547-7164 ex30. Bingo of any kind is **NOT** permitted in government owned buildings.

Any use of open flames is not permitted on borough property (including candles).

Community Center's stove use is limited to re-heating only pursuant to NJAC 7:70-3. Violation of this statute may result in fines exceeding $5,000.

Smoking is prohibited inside of the facility. Please use designated smoking receptacle on the side patio to extinguish cigarettes. Smoking is not permitted in the front of the building.

The Borough is not responsible for loss or theft of personal items from the building or vehicles.

Alcoholic beverages are permitted inside of the facility and within fenced in area. Kegs are to be placed only on the side patio. (No Kegs Permitted inside of the facility). Alcohol is not permitted in the front of the building.

Decorations are acceptable but **no tacks, nails, staples, glitter, or confetti**. Only blue painter's tape may be used to attach decorations. All decorations and tape must be removed at the time of departure.

Tables must be covered with paper or cloth covers but do not staple them to the tables. Tables and chairs are not to be removed from the building. Picnic tables are provided for outdoor seating needs. Tables and chairs will be set up and broken down for your convenience.

Music is not permitted to be played outside of the building. Doors are not permitted to be propped open to allow music to be heard outside.

Renter must remove all equipment/supplies from building immediately following event.

Renter must clean all countertops and tables. Please clean up all spills. Rooms and yard should be left as they were found.

All trash must be placed in receptacles. Trash bin is located outside of the side door adjacent to the Ladies Room. Following your event, please tie up and place trash in the bin. Strict enforcement of recycling laws will be in effect. Please do not mix trash and recycling. Recycling should remain inside of the building. *(Please be sure to lock this door).*

Renter may adjust the thermostat to their preference, but must return it to the original temperature.

Assure all lights are turned off, the refrigerator doors are closed, and all the doors and windows are secure upon departure.

Rope and sign for parking lot is provided; if you choose to use it, you are responsible for putting it up and removing it.

***Any violation of these rules and regulations or damage to the facility will result in forfeiture of security deposit**.*

_____ _____

Signature Date

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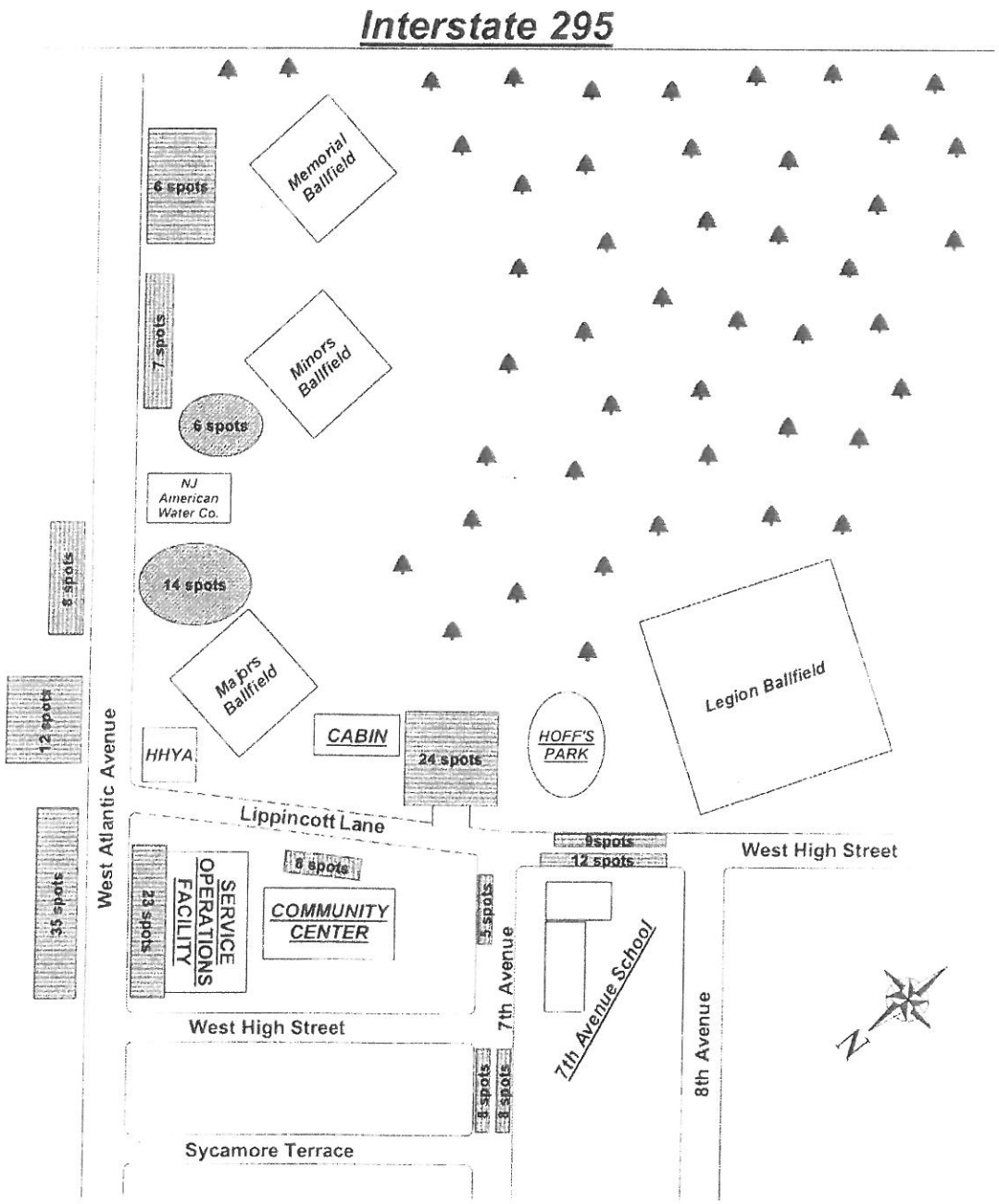
_____ _____

Signature Date

*****RENTER'S COPY*****

PARKING AREAS