

BOROUGH OF HADDON HEIGHTS

CABIN 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 and clean-up time in your event time)

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

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

b. If you answered yes, please indicate which type? _____
(Additional licenses are required and must be obtained through the State of NJ and municipality)

8. ANTICIPATED NUMBER OF GUESTS: _____

9. Rental Fee is due **30 DAYS PRIOR** to your event. **Total Due:** _____ **Due By:** _____
Rental Fee: Resident \$30/hr - Non-Resident \$75/hr.

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

Renter Date

Security Deposit Paid _____
Check # _____

Kelly Santosusso, Borough Clerk

Hold Harmless Agreed _____

Rental Fee Paid ☐ **Date** _____
CC / CASH / 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 by Renter
- ☐ Rules & Regulations signed by Renter

- ☐ \$250 Security Deposit Received
- ☐ Rental Payment Received
- If Deposit is picked up - Sign & Date*
☒ _____

☐ **CODE GIVEN** _____
DATE/TIME _____

*****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 Cabin** 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.

_____ Initial Here	In light of the pandemic and restrictions put into place by the State of New Jersey, the Borough of Haddon Heights will require all individuals and groups using any of our facilities to follow all current guidelines established by the State of New Jersey while on Borough Property.
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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 guest, 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 If Yes 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? _____
- 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.***
- 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.

Authorized Signature of Renter

Borough Representative

Signed this _____ day of _____ 20____
(Day) (Month) (Year)

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

HADDON HEIGHTS CABIN

RULES AND REGULATIONS

CAPACITY: **40**

Arrival and Departure times are recorded and monitored by the Security Camera. Your event time starts when you first enter the building and runs continually until you depart. Please do not enter before or stay in excess of your allotted rental time; you will be charged accordingly. The building closes at 11:00 pm as per the ordinance.

A \$250 security deposit check is mandatory and is payable at the time of reservation. Security deposit checks will be returned the week following your rental, providing there is no violation of these rules and regulations.

The rental payment will be due on or before 30 DAYS prior to your event! If payment is not received at least 15 days prior to the event, the borough reserves the right to cancel the event and a \$75 Cancellation Fee will be charged. In the event of a late payment, the Borough will be unable to accept personal checks, only Cash, Money Order, Credit Card, or Certified Checks will be accepted.

Renter must clean all countertops and tables. Please clean up all spills. The room should be left as it was found. If the Cabin Facility is left in an unacceptable state, the Borough will charge a cleaning fee of \$30/hour. Any Damages incurred will be charged accordingly.

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

Any use of open flames is not permitted on borough property (including candles). Sternos are permitted to keep food warm.

Fog/Smoke Machines are not permitted for use in Borough Buildings. They will set off the smoke detectors which will dispatch the Fire Department. This will result in the loss of your full security deposit.

Gas fireplace will be operational from mid-October through the end of March. Please do not burn anything inside the fireplace. **The chimney will not release carbons.**

Alcoholic beverages are permitted inside the facility. Kegs are prohibited.

As per Ordinance 2021:1503, No person shall engage in Smoking or Vaping in or on any property owned or controlled by the Borough of Haddon Heights. No smoking or vaping in any public park, ball field, playground, courts, trails, or grounds, including sidewalks immediately adjacent to said property.

Decorations are acceptable but **no tacks, nails, staples, glitter, or confetti**. Only 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 covers to the table. Tables and chairs must not be removed from the building. Picnic tables are provided for outdoor seating needs.

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

Only one "Crockpot" or hot appliance should be plugged into the kitchen and one in the main room at the same time. Plugging in two hot appliances at the same time on the same circuit will cause an electrical shortage and could cause a fire.

All trash must be placed in receptacles. Trash bin is located outside on the side of the building. Following your event, please tie up and place trash in the bin outside. Strict enforcement of recycling laws will be in effect. Please do not mix trash and recycling. Recycling can remain inside for the Borough to dispose of.

If the thermostat is adjusted, it must be returned to its original temperature before departure. Assure all lights are turned off, the refrigerator doors are closed, and all the doors and windows are secure upon departure.

If the event is a fundraiser and offering a "game of chance" it must be indicated on the paperwork and proper licenses will need to be obtained.

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

Signature

Date

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

RENTER'S COPY

HADDON HEIGHTS CABIN
RULES AND REGULATIONS
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