

# 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

\$250 Security Deposit Received

**CODE GIVEN** \_\_\_\_\_

Hold Harmless signed by Renter

Rental Payment Received

**DATE/TIME** \_\_\_\_\_

Rules & Regulations signed by Renter

*If Deposit is picked up - Sign & Date*

X \_\_\_\_\_

**\*\*\*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.

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. *(circle one)* YES / NO  
Type: \_\_\_\_\_
- c. Is the event is a fundraiser: *(circle one)* YES / NO  
If you answered YES, please answer following questions:
  - a. Will bingo, raffles, or another game of chance be offered? *(Circle one)* YES / NO
  - b. Type of Game(s) being offered? \_\_\_\_\_
- 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\_\_\_\_  
(day) (month) (year)

\_\_\_\_\_  
Authorized Signature of Renter

\_\_\_\_\_  
Borough Representative

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

**HADDON HEIGHTS CABIN  
RULES AND REGULATIONS  
CAPACITY: 40**

Arrival and Departure times are recorded and monitored by 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. Building closes at 11:00 pm as per ordinance.

A \$250 security deposit check is mandatory and is payable at 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 Check will be accepted.

If the Cabin Facility is left in an unacceptable state, the Borough will charge a cleaning fee of \$30/hour up to \$250. Any Damages incurred will be charged accordingly.

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.

Smoking is prohibited inside the facility. Please smoke only on the paved surface in front of the Cabin and use designated smoking receptacle to extinguish cigarettes.

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. Kegs are prohibited.

Gas fireplace will be operational from October 15<sup>th</sup> to April 1<sup>st</sup>. Please do not burn anything inside the fireplace. **Chimney will not release carbons.**

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 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 building immediately following event.

Only one "Crockpot" or hot appliance should be plugged in 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.

Renter must clean all countertops and tables. Please clean up all spills. Room should be left as it was found.

All trash must be placed in receptacles. Trash bin is located 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.

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.

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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

**HADDON HEIGHTS CABIN  
RULES AND REGULATIONS  
CAPACITY: 40**

Arrival and Departure times are recorded and monitored by 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. Building closes at 11:00 pm as per ordinance.

A \$250 security deposit check is mandatory and is payable at 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 Check will be accepted.

If the Cabin Facility is left in an unacceptable state, the Borough will charge a cleaning fee of \$30/hour up to \$250. Any Damages incurred will be charged accordingly.

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.

Smoking is prohibited inside the facility. Please smoke only on the paved surface in front of the Cabin and use designated smoking receptacle to extinguish cigarettes.

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. Kegs are prohibited.

Gas fireplace will be operational from October 15<sup>th</sup> to April 1<sup>st</sup>. Please do not burn anything inside the fireplace. **Chimney will not release carbons.**

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 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 building immediately following event.

Only one "Crockpot" or hot appliance should be plugged in 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.

Renter must clean all countertops and tables. Please clean up all spills. Room should be left as it was found.

All trash must be placed in receptacles. Trash bin is located 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.

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.

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

# PARKING AREAS

Interstate 295

