

# 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 **30 DAYS PRIOR** to your event. **Total Due:** \_\_\_\_\_ **Due By:** \_\_\_\_\_

Rental Fee: Resident \$100/hr - Non-Resident \$150/hr.

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

\_\_\_\_\_  
Renter Signature

\_\_\_\_\_  
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 YOUR RECORDS.

### 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

*If Deposit is 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.

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.

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 guests, 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 COMMUNITY CENTER

## RULES AND REGULATIONS

CAPACITY: **100**

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.

Event supplies, decorations, etc. are NOT permitted to be dropped off before your event time.

A \$250 security deposit check is mandatory and is payable at the time of reservation. Your security deposit 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 \$150 Cancellation Fee will be charged. In the event of a late payment, the Borough will ONLY accept Cash, Money Orders, or Credit Card payment.

If the Community Center Facility is left in an unacceptable state, the Borough will charge a cleaning fee at the rate of \$75/hour. Any Damages incurred will be charged accordingly.

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

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.

As per Ordinance 2021:1503, No person shall engage in Smoking or Vaping 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.

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

Alcoholic beverages are permitted inside of the facility and within the 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 by the Borough 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 the building immediately following the event. Renter must clean all countertops and tables. Please clean up all spills. Rooms and the yard should be left as they were found.

All trash must be placed in receptacles. Trash bins are 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 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.

If an 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 at 856-547-7164 ex30. Bingo of any kind is **NOT** permitted in government-owned buildings.

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

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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

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

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RULES AND REGULATIONS  
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