

**BOROUGH OF AUDUBON - FRANCIS J. WARD RECREATION CENTER RENTAL AGREEMENT
602 HAMPSHIRE AVE - AUDUBON, NJ 08106 - 856-547-0710**

RENTER NAME: _____

RENTER ADDRESS: _____

PRIMARY PHONE: _____ ALTERNATE PHONE: _____

EMAIL ADDRESS: _____

DATE OF RENTAL: _____

TIME OF EVENT: _____

(Will be allowed to start setting up two hours before the event.)

TYPE OF EVENT: _____

(Please be specific.)

ANTICIPATED NUMBER OF GUESTS: _____

WILL YOU BE SERVING ALCOHOL AT YOUR EVENT: (circle one) YES NO

Rental Fee is due in full (15) FIFTEEN BUSINESS DAYS PRIOR to your event and will be deposited at that time.

Rental Fee (Building): Resident \$100.00/hr. Non-Resident \$150.00/hr.
Non-Profit \$350.00 (Flat Fee) (Must provide proof of non-profit status)

Rental Fee (Outside Only
Includes bathrooms): \$50.00 per hr.

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

Security Deposit Paid _____

Check # _____

Hold Harmless Agreed _____

Rental Fee Paid _____

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

FOR OFFICE USE ONLY:

<input type="checkbox"/>	Rental Agreement signed by Renter	Rental Payment Received
<input type="checkbox"/>	Hold Harmless Signed and Agreed by Renter	Date:
<input type="checkbox"/>	Rules and Regulations Signed by Renter	Rental Payment Deposited
<input type="checkbox"/>	\$250.00 Security Deposit Received	Date:
<input type="checkbox"/>	Rental Payment Received	Deposit Returned:
<input type="checkbox"/>	Proof of Insurance Received	Date:

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

Proof of Residency

- Individual renters must provide proof of residency. For example: driver's license, voter registration, current tax or utility bill in their name.

Proof of Non-Profit Status

- Organizations must provide proof of their not for profit or 501 (c)(3) status.

Organizations/Business for Profit

- Organizations/Business must provide proof of their Business Registration Certificate.

The submission of this application does not guarantee use of facility. All applications are reviewed on an individual basis. You will be contacted by the Borough within 1-3 business days from the submission date of the application. If you have not heard from the Borough within five (5) days, please contact the Borough at 856-547-0710.

Upon approval of the application, payment must be paid in full (15) fifteen days prior to your scheduled event.

Cancellations within ten (10) days prior to your event will be subject to a \$75.00 cancellation fee.

INSURANCE REQUIREMENTS

Organizations/Businesses

Must attach a certificate of insurance naming the Borough of Audubon as an additional insured with the following specifications:

The Borough of Audubon must be listed as additionally insured on the certificate of liability.

- Borough of Audubon, 606 W. Nicholson Road, Audubon, NJ 08106
- Additional information may be added such as the date of the event and the location.
 - The location is Francis J. Ward Recreation Center, 602 Hampshire Ave, Audubon, NJ 08106

General Liability: \$1,000,000

If alcohol is being served, the certificate of liability must clearly state that they carry Host Liquor Liability insurance.

A true copy of the Certificate of Insurance must be attached and indicate the municipality and applicable associations, recreations, or committees formed by the municipality to organize the "event" must be named as additionally insured on all liability policies. A copy of the additional insured endorsement must be attached to the certificate.

Individual Renters

Event insurance MUST be purchased and proof must be provided including the following:

- **General Liability: \$1,000,000**
 - **Including Host Liquor Liability If alcohol will be provided at this event, the insurance certificate must clearly reflect such.**

A true copy of the Certificate of Insurance must be attached and indicate the municipality and applicable associations, recreations, or committees formed by the municipality to organize the "event" must be named as additionally insured on all liability policies. A copy of the additional insured endorsement must be attached to the certificate.

HOLD HARMLESS AGREEMENT

(To be signed by individuals/organizations using Francis J. Ward Recreation Center)

BETWEEN THE BOROUGH OF AUDUBON AND

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

Address

Home & Cell Phone Numbers

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

In consideration to the use of the Francis J. Ward Recreation Center on the following date: _____
for the purpose of _____ the undersigned agrees to indemnify, and hold harmless the Borough of Audubon, its elected and appointed officials, its agents, employees and volunteers and others working on behalf of the Borough of Audubon against any and all claims, demands, suits, or loss, including all costs connected therewith, and for any damages which may be asserted, claimed or recovered against or from the Borough of Audubon, its elected officials, its agents, employees, volunteers or others working on behalf of the Borough of Audubon, by reason of personal injury, in including bodily injury or death and/or property damage, including loss of use thereof, which arises out of or is in any way connected or associated with this contract.

Total Number of persons anticipated is _____.

Live entertainment or be provided. Circle One. YES NO

Alcohol will be provided. Circle One. YES NO

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

FRANCIS J. WARD RECREATION CENTER - RULES AND REGULATIONS

MAXIMUM OCCUPANCY: 299 STANDING, OR 299 CHAIRS, OR 176 TABLES AND CHAIRS

- Attendant will open the building and will provide you a contact number for the day.
- May enter the building up to 2-3 hours early to set up.
- Our attendant will make sure the amount of table and chairs needed for the event are out and available for setting up by the renter.
- Clean-up is to begin immediately after the end of the function or an additional cost will be assessed.
- Attendant will close the building at set time.
- Please do not enter or stay in excess of your allotted rental time. Please clean up and exit the building as quickly as possible. Security cameras will record your arrival and departure; you will be charged accordingly.
- A security deposit is mandatory and is payable at the time of reservation. Security deposit will be returned to the renter within one week after rental, providing there is no violation of these rules and regulations.
- The rental payment will be due on or before 15 business days prior to your event! It will be deposited at that time. In the event of a late payment, only Cash or Certified Check will be accepted. If payment is not received in full at least 15 business days prior to the event, the Borough reserves the right to cancel the event.
- Any use of open flames is not permitted on borough property (including candles).
- There is no public address system available.
- There is no smoking within the building.
- No lewd or inappropriate behavior permitted at any time.
- 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. Please be sure to include this with insurance paperwork when providing insurance or obtaining Tulip Insurance.
 - ***For fundraising events with alcohol, please advise before completing this application as your organization will be required to follow additional State Laws for such an event.***
- NO decorations are to be hung on the walls at any time.
- NO helium balloons allowed at any time.
- NO glitter or confetti allowed.
- NO outside furniture is allowed to be brought into the facility.
- NO bouncy houses or inflatables are permitted inside or outside.
- 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.
- Renter must remove all equipment/supplies from building immediately following the event.
- Renter must clean all countertops and tables. Please clean up all spills. The building and grounds should be left as they were found.
- 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, the oven and range are turned off completely and all the doors are secure upon departure.
- All trash must be placed in receptacles. Strict enforcement of recycling laws will be in effect. Please do not mix trash and recycling. Heavy duty trash bags and recycling containers will be available.

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

Signature

Date

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

AVAILABLE TO RENT FOR PRIVATE PARTIES AND FUNCTIONS

AMENITIES

- Full Kitchen
- 140 padded chairs
- Eight – 5 foot round tables
- Ten – 8 foot long tables
- Forty – 6 foot computer tables
- Alcohol is permitted inside the recreation center, but must be included and covered by insurance.

HOURLY RATE

- Residents: \$100.00 per hour
- Non-Residents: \$150.00 per hour
- Non-Profit Organizations – Flat Fee \$350.00
- Organizations/entities other than the above, please contact the Borough to discuss.
- Three (3) hour minimum is required for all parties.
- All parties must have a minimum of 25 people to reserve.

RESERVING

If you contact Borough Hall, we can put a tentative hold on a date/time for you, which we will hold for seven (7) days. If we do not receive the completed Rental Agreement paperwork and a security deposit check of \$250.00 within that week, the date will be released.

To receive an official hold on the date and time, we must receive the following:

- Completed Recreation Center Rental Agreement
- \$250.00 Security Deposit (Security Deposit Must have Audubon Resident Address on the check to qualify for residential rental rate.)
- You will be responsible to get your full rental payment to Borough Hall on or 15 DAYS BEFORE your event.
- If payment has not been received within (15) fifteen business days of your event, the Borough reserves the right to cancel your event.
- **CANCELLATION** Any events that are canceled within (10) ten days of the event will incur a \$75.00 cancellation fee.

SECURITY DEPOSIT

Your \$250.00 security deposit check will be returned the week following your event, as long as there are no damages incurred or excessive cleaning needed after your event. A cleaning fee of \$75.00 per hour, up to a maximum of \$250.00 shall be imposed if needed. Any damages will be charged accordingly.

PAYMENT

All checks should be made payable the Borough of Audubon.

Please indicate the date of your event in the memo portion of your check.

You can either mail your payment or drop it off at the following address:

Borough of Audubon, 606 W. Nicholson Road, 2nd Floor, Audubon, NJ 08106

DROP BOX (After Hours)

Our office hours are 8:30 am to 4:00 pm. If you need to drop your payment off after hours, we have a black lock box on the wall inside the vestibule to the left. You can place your payment and contact information inside an envelope marked **"Attn: Rental Rec Center"**. ****Important: If you are mailing your paperwork and payment, it needs to ARRIVE at our office (15) fifteen BUSINESS DAYS BEFORE your event. Please make note that mail can be slow during certain seasons**.**