

# HALL RENTAL

DAY

DATE

## SECURITY DEPOSIT AGREEMENT

(UPON RECEIPT OF \$200.00 DEPOSIT YOUR DATE WILL BE RESERVED)

\_\_\_\_\_ (Name)

\_\_\_\_\_ (Street Address)

\_\_\_\_\_ (City)

### \*\*\*PAYMENT INFORMATION\*\*\*

\$200.00 DEPOSIT PD \_\_\_\_/\_\_\_\_/\_\_\_\_

\$\_\_\_\_\_ RENTAL FEE PD \_\_\_\_/\_\_\_\_/\_\_\_\_

DEPOSIT RETURNED \_\_\_\_/\_\_\_\_/\_\_\_\_

### ~~~KEY INFORMATION~~~

RETURN KEY MONDAY FOLLOWING RENTAL

KEY # \_\_\_\_\_

DATE RETURNED \_\_\_\_/\_\_\_\_/\_\_\_\_

## REFUND OF DEPOSIT

I understand that if the inspection of Jack H. Hagen Recreation Center pursuant to your above captioned rental, is satisfactory, your deposit will be refunded.

### VENDOR/PAYEE CERTIFICATION AND DECLARATION

I do solemnly declare and certify under the penalties of the law that the within statement is correct in all its particulars; that the services rendered as stated herein; that no bonus has been given or received by any person or persons within the knowledge of this claimant in connection with the claim; that the amount therein stated is justly due and owing; and that the amount charged is a reasonable one.

**X** \_\_\_\_\_

Applicant Signature

Please do not write below this line. For Borough use only

## FORFEITURE OF DEPOSIT IN FULL OR PART

- Per the Rental Agreement the whole or partial forfeiture of deposit can and will occur.
- This rental has been flagged for review for the following reasons:
  - The fire alarm or fire suppression system was pulled or triggered by prohibited items or anything other than a true fire emergency; the entire security deposit is forfeited.
  - Damage to building or contents in the amount of \$\_\_\_\_\_
  - Unclean condition requiring extra cleaning beyond the regular maintenance i.e. spills and splatters, items left behind; tables and chairs not put away in the amount of \$\_\_\_\_\_
  - Further determination of costs required, you will be contacted.

\_\_\_\_\_  
Borough Official

Deposit may be refunded as follows:

In full

Partial, in the amount of \$\_\_\_\_\_

Forfeited

\_\_\_\_\_  
Borough Official

# RENTAL AGREEMENT FOR USE OF THE JACK H. HAGEN RECREATION CENTER ON

\_\_\_\_\_, \_\_\_\_\_  
DAY DATE

Rental Fee	\$ _____
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The following information must be submitted by Monday prior to your event, or your date will not be held:

- \$200.00 deposit
- This application, fully completed
- Proof of Home Owners Insurance/Certificate of Insurance for Business/ Organization

## RENTER INFORMATION

Please check type of renter:

<input type="checkbox"/> Laurel Springs' applicant requesting Rental Fee Waiver from Council at least one month in advance.
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Nonprofit non-resident Organization

Individual non-resident

Business

Non-profit Laurel Springs Organization

Individual Laurel Springs Resident

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Alternate Number: \_\_\_\_\_

Email: \_\_\_\_\_

## EVENT INFORMATION

Type of Event: \_\_\_\_\_

- You may access the hall after 10 am the day of your rental
- You must be cleaned up and completely out of the hall by 12 midnight the day of your rental
- You may not access the hall the day before or the day following your event. All cleaning and removal of items must be accomplished on the day of the event. NO EXCEPTIONS.
- Loitering in the parking areas or recreation fields is not permitted.

Will you be serving alcohol at your event?  Yes  No

• If yes, please indicate that you understand that it is illegal serve alcohol to minors and indicate how you plan to prevent underage drinking? \_\_\_\_\_

• If yes, please indicate that you understand that it is illegal to serve alcohol to an obviously intoxicated person and how you plan to prevent driving under the influence? \_\_\_\_\_

• By signing this agreement you are agreeing that you are the responsible party for all actions that take place at this event.

The Borough of Laurel Springs is requiring you to have:

a uniformed police officer

an attendant at this event.

Police Fee	\$ _____
Attendant Fee	\$ _____

*I, understand, the legal implications of statements above specifically regarding serving alcohol at my event and my responsibility towards all my guest including those underage and intoxicated.*

X \_\_\_\_\_

Signature of Renter

<b>TOTAL RENTAL FEE \$</b> _____
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# RULES AND REGULATIONS

## FEES:

- A refundable security deposit of \$200.00 must be paid to confirm the date at the time of application, which must be by Monday prior to the event. Laurel Springs shall use the security deposit to repair any damage caused by Tenant. Any unused portion of the security deposit shall be returned to Tenant. PLEASE READ FORFEITURE OF DEPOSIT that follows.
- Payment of Rental Fee must be completed by the time the keys are picked up.

**FORFEITURE OF DEPOSIT** – whole or partial forfeiture of deposit can and will occur and is not limited to the following reasons:

- If the fire alarm or fire suppression system is pulled or triggered by anything other than a true fire emergency, your entire security deposit will be forfeited.
- Damage to building or contents
- Unclean condition which requires extra cleaning beyond the regular maintenance i.e. splatters and spills; food, decorations and items left behind; tables and chairs not put away.

## INSURANCE:

- Individual renters must include proof of homeowner's insurance with individual liability limit exceeding \$500,000. The declarations page is acceptable if the liability limit is indicated. If not, a complete copy of the policy is required. Proof of insurance must be submitted the Monday before event.
- Organizations/Businesses must attach a certificate of insurance naming the Borough of Laurel Springs as an additional insured, with the following specifications submitted one week before event:
  - Workers Compensation/Employers Liability: Statutory/\$500,000.00
  - General Liability: \$1,000,000.00
  - Umbrella Liability: \$1,000,000.00/\$2,000,000.00
  - Host Liquor Liability - \$1,000,000/\$2,000,000 (if alcohol is served).
  - Borough of Laurel Springs fax number is 856-784-5880 or email [cathy@laurelsprings-nj.com](mailto:cathy@laurelsprings-nj.com).
- Insurance requirements must be complete at the time of application, which must be by Monday prior to the event..

## KEYS

- Picked up on Thursday before each weekend rental, and the day before for weekday rentals.
- Incomplete fees and insurance requirements will prevent keys being issued at those times.
- Returned on Monday after each weekend rental, or the day after for weekday rentals.
- Return of Deposit **will not be processed** if the keys have not been returned.
- Borough Hall is CLOSED Friday and will reopen on Monday (except Federal and State Holidays).

## ENTER

- You may enter the building at 10 a.m.
- Enter through the single kitchen door at the far left of the building. Do not prop door open until the alarm is unarmred.
- The light switch is on your right as you open the door.
- The Alarm is on the wall on the right immediately before you walk out of the kitchen into the main room.
- Input 10971.
- You can now proceed into the rest of the building and unlock the front double doors.

## USE

- The physical address of the Recreation Center is 820 Grand Avenue, Laurel Springs, NJ 08021.
- Renters are fully and completely responsible for the conduct and safety of their guests. Inappropriate behavior will not be tolerated.
- The Fire Marshal allows the hall to hold 130 people seated and 315 standing.
- There is NO SMOKING IN THE BUILDING. Cigarette containers are provided OUTSIDE. HOWEVER, please advise your smokers to be considerate of our neighbors and not loiter on the ballfields or parking areas. No loud talking or inconsiderate behavior while outside - 10 p.m. is curfew in Laurel Springs.
- You must supply your own serving containers and utensils, trash bags and tablecloths.

- Trash and recycling must be deposited in the appropriate containers outside the kitchen door.
- The Borough of Laurel Springs is not responsible for loss or damage to equipment or belongings.
- At no time is standing on chairs or tables permitted.
- Decorations are permitted. HOWEVER, there are to be no tacks, staples, or nails used. All decorations, tape and confetti is to be completely removed.
- Nothing is to be hung from the ceilings.
- No duct tape is to be adhered to the floors or walls.
- BALLOONS can only be in the building when alarm is unarmed. They set off the motion detector.
- Tickets may not be sold to enter the event without separate consent of the Laurel Springs Parks and Recreation Commission.

**FOOD**

- Food can be warmed, NOT PREPARED at the Jack H. Hagen Recreation Center.
- There is to be **NO COOKING OF FOOD.**
- Food spills are to be cleaned up immediately.
- No food is to be left behind.
- No solid foods are to be placed in the sink; there is no garbage disposal.
- **ALCOHOL** may not be **SOLD** or be part of an admittance fee without separate permits and consent of the Laurel Springs Parks and Recreation Commission.

**CLEANING OF BUILDING**

- Tables and chairs are to have all spills and splatters removed and wiped clean.
- All tables and chairs must be returned as you found them; set-up and breakdown is the responsibility of the renter. No tables or chairs should be left in the area by the mop sink.
- Floor is to be swept with all spills and splatters removed and wiped clean.
- Walls are to have all spills and splatters removed and wiped clean.
- Bathrooms are to have all spills and splatters removed, surfaces wiped clean and floor swept.
- Kitchen is to have all oven, range top, counter top, refrigerator and wall spills and splatters removed, surfaces wiped clean and floor swept.
- Trash and recycling is to be removed and placed in appropriate containers outside kitchen door.
- Glass front door is to have all fingerprints and smudges removed and wiped clean.
- Outside of building is to have all debris removed.

**EXIT**

- All renters must remove all their items and equipment by 12 midnight the day of their rental.
- Thermostat in the summer should be set at 75 DEGREES and in winter 65 DEGREES when leaving the building.
- All lights are to be turned off.
- All doors are to be closed.
- Lock front glass double doors.
- Input 10972 to arm the alarm system
- Exit through the single kitchen door immediately.
- Pull door securely closed.

***I have read the Rules and Regulations hereby set forth and agree to all the terms and conditions thereof. I understand that the safety, welfare and behavior of my guests are my sole responsibility.***

X \_\_\_\_\_ Date: \_\_\_\_\_  
*Signature of Renter*

# HOLD HARMLESS AND INDEMNIFICATION AGREEMENT

## UPON RECEIPT OF RENTAL FEES

THIS AGREEMENT made this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_ by and between the Borough of Laurel Springs, a municipal corporation of the State of New Jersey, with its Principal place of business located at 135 Broadway, Laurel Springs, NJ, 08021 (hereinafter referred to as "Laurel Springs".) and \_\_\_\_\_ (hereinafter referred to as "Tenant").

### WITNESSETH:

WHEREAS, Tenant wishes to rent the Jack H. Hagen Recreation Center for a social or business function; and WHEREAS, Laurel Springs agrees to rent the recreation center to Tenant Subject to the following terms and conditions:

- Tenant shall pay the Borough of Laurel Springs the sum of \$\_\_\_\_\_ for rental of the Jack H. Hagen Recreation Center on \_\_\_\_\_.
- Tenant shall deposit with the Laurel Springs Recreation Commission the sum of \$200.00 as a security deposit. Laurel Springs shall use the security deposit to repair any damage caused by Tenant. Any unused portion of the security deposit shall be returned to Tenant. **FAILURE TO CARE FOR BUILDING PROPERLY COULD RESULT IN THE LOSS OF SECURITY DEPOSIT.**
- Tenant shall at its own expense during the term of rental maintain appropriate general liability and property damage insurance with respect to their use of Jack H. Hagen Recreation Center.
- Tenant shall provide proof of insurance to Laurel Springs as proof of said coverage. Said proof of coverage shall name the Borough of Laurel Springs as an additional insured.
- Tenant shall comply with all rules and regulations regarding the rental of the Jack H. Hagen Recreation Center as promulgated by the Borough of Laurel Springs.
- To the fullest extent permitted by law, Tenant shall indemnify, defend and hold harmless the Borough of Laurel Springs, its agents and employees from and against all claims, damages, losses, liabilities and expenses, including, but not limited to, attorney's fees and court costs, arising out of, resulting from or in any way relating to, either directly or indirectly:
  - A. The use of the Jack H. Hagen Recreation Center by Tenant;
  - B. The breach by Tenant of any of the terms and conditions of this agreement or the rules and regulations of the Laurel Springs Recreation Commission;
  - C. The negligence, intentional acts or omissions of Tenant, its employees, agents and/or subcontractors bodily injury, sickness and/or disease, including, death, at any time resulting from such bodily injury, sickness or disease, sustained by any person while in, on or about the Jack H. Hagen Recreation Center and surrounding areas where such injury, sickness, disease and/or death arose out of or was in any way connected with the use of the recreation center by Tenant;
  - D. Any liability based upon negligence imputed to the Tenant;
  - E. Damage to the property of Laurel Springs or any other person or entity arising out of, incident to, or in connection with the use of the recreation center by Tenant;
  - F. Any other cause of action which may be brought against Laurel Springs arising out of or in any way relating to the use of the recreation center by Tenant.
- This Indemnification and Hold Harmless Agreement shall apply in all instances whether Laurel Springs is a plaintiff, or a direct party to the initial actions or claim or is subsequently made a party to the action by a third party in-pleading or is made a party to a collateral action arising, in whole or in part, from any issues from the original cause of action or claim.
- This agreement shall be governed by and construed in accordance with the laws of the State of New Jersey.
- This agreement constitutes the entire agreement between the parties and may not be amended, altered or modified except by written instruments signed by both parties.
- There are no understandings, agreements, representations or warranties, expressed or implied, not specified herein regarding this agreement or Tenant's use of the Jack H. Hagen Recreation Center.
- The parties hereto by their signatures acknowledge that they have read this agreement, understand it, and agree to be bound by its terms and conditions.

**IN WITNESS WHEREOF**, the parties have hereunto set their hands and seal the date first above written.

RENTER/TENANT

BOROUGH OF LAUREL SPRINGS

X

X

DATE

DATE

# RULES AND REGULATIONS

## Renters' Copy

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