



RENTAL AGREEMENT

FOR

_____ DAY _____ DATE

\$200.00 DEPOSIT PAID	___ / ___ / ___
\$ _____ RENTAL FEE PD	___ / ___ / ___
KEY # _____ DT KEY RTN	___ / ___ / ___
RTN DEP DATE:	_____
4-DIGIT ALARM CODE: ___ - ___ - ___ - ___	

The following information must be submitted by Monday prior to your event, or your date will not be held:

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

RENTER INFORMATION

Please check type of renter:

- Non-profit Laurel Springs Organization
- Business
- Individual Resident
- Non-profit Other Organization
- Individual non-resident

Name: _____ Title: _____

Address: _____

Phone Number: _____ Alternate Number: _____

Email: _____

EVENT INFORMATION

Type of Event: _____

What time will you need access to the hall? _____

What time will you be cleaned up and able to exit the hall? _____

Note: Evening events must end by midnight. Please be considerate of our neighbors. Loitering in the parking areas or recreation fields is not permitted. All cleaning and removal of items must be accomplished on the day of the event. NO EXCEPTIONS.

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?

I, understand, the legal implications of both statements above regarding serving alcohol at my event.

Signature of Renter

Note: The Borough of Laurel Springs reserves the right to require a uniformed police officer and/or an attendant at an event. The cost for a uniformed police officer is \$___ per hour. The cost of an attendant is \$___ per hour.

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 SECTION 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 is pulled or triggered by prohibited smoke machines or 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).
- All other renters must purchase a one-day TULIP policy, information for which can be found at www.onebeaconentertainment.com. Halfway down on the right say click on "Purchase or Quote". For Laurel Springs, the venue you want is GNTI-262. The address is 135 Broadway, Laurel Springs, NJ 08021.
- Borough of Laurel Springs fax number is 856-784-5880 or email 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.

ENTER

- You may enter the building at _____ a.m./p.m.
- You must use your four digit alarm code number.
- Enter through the single kitchen door at the far left of the building. Do not prop door open until the alarm is unarmed.
- The light switch is on your right as you open the door.
- The Alarm is on the wall with the service window on your right immediately before you walk out of the kitchen into the main room.
- Input your four-digit code followed by 1.
- 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 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.
- 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 floor.
- **BALLOONS** can only be in 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 at the conclusion of their event.
- 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 your four digit alarm code number followed by 2 to arm the alarm system
- Exit through the single kitchen door immediately.
- Lock kitchen door.

I have read the Rules and Regulations hereby set forth and agree to all the terms and conditions thereof.

Signature of Renter: _____ Date: _____

HOLD HARMLESS AND INDEMNIFICATION AGREEMENT

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 is agreeable to renting 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 CLEAN THE BUILDING PROPERLY COULD RESULT IN THE LOSS OF SECURITY DEPOSIT.**
- Tenant shall at its own expense during the term of rental maintain appropriate liability and property damage insurance with respect to the Jack H. Hagen Recreation Center. With the general liability insurance combined single limit of \$1,000,000.00 or less.
- 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.
- Tenants unable to provide proof of insurance must purchase TULIP policy.
- Tenant shall comply with all rules and regulations regarding the rental of the Jack H. Hagen Recreation Center as promulgated by the Laurel Springs Parks and Recreation Commission.
- 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 or 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 is made 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 of the 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

ESCROW MEMO

Upon satisfactory inspection of Jack H. Hagen Recreation Center pursuant to rental of _____, please release the escrow deposit received from:
(date of rental)

_____ (Name)

_____ (Street Address)

_____ (City)

In full

Partial in the amount of \$ _____

VENDOR'S 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 _____
(Signature)