



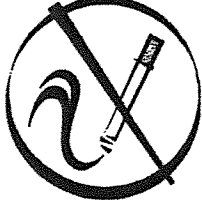
BOROUGH OF BEACHWOOD

COMMUNITY CENTER RENTAL APPLICATION

A SMOKE FREE

FACILITY

147 COMPASS AVE. BEACHWOOD, N.J. 08722



NOTICE: If you are selling tickets for the event on this application, and are serving alcoholic beverages, YOU are required by law to obtain approval for a One (1) Day Liquor License, first by Resolution of the Borough of Beachwood Governing Body, and by the N.J. Div. ABC. There is a fee associated with your ABC application payable to N.J. Div. ABC. You must attach a sample ticket to the rental agreement, and a copy of your Certificate of Insurance holding the Borough of Beachwood harmless. YOU will be required to file proof of the ABC Liquor License, prior to the release of any keys to the Community Center.

ANY FACILITY EMERGENCIES ARE TO BE CALLED IN TO BEACHWOOD POLICE AT 732-341-1242

Applicant Full Name: _____
PLEASE PRINT - NOTE THE APPLICANT IS THE SOLE RESPONSIBLE PARTY FOR RENTAL AND DEPOSIT REFUNDS ARE ONLY MADE TO THE APPLICANT

Address: _____ Tel. #: _____

City: _____ Zip: _____ Emergency Tel. #: _____

Agrees to rent the Beachwood Community Center on the _____ Day of _____ 20 _____

For the following event: _____ and I fully understand that I must comply as follows:

FRIDAY RENTALS - NO ACCESS BEFORE 12:00 NOON ALL FEES MUST BE PAID IN FULL UPON APPLICATION

	Rental	Deposit	Holiday Fee	Total Paid
Non-resident	\$800.00	\$800.00	Add \$150	_____
Resident	\$400.00 500.00	\$600.00	Add \$150	_____
Organizational	\$100.00			_____

Deposit/ Security

Applicant is solely responsible for any and all damages incurred and shall forfeit deposit for any infraction of this agreement as it applies to cleaning, set up, returning keys, or damages. Deposit will be forfeited if applicant cannot maintain safety during their rental and if police are called. NO, HORSEPLAY, BALL PLAYING, ROLLER BLADING, SKATE BOARDING, ETC. NO TENTS OR BARBECUE GRILLS PERMITTED IN OR AROUND THE BUILDING.

Deposit Refund

Deposit refunds made to applicant only. Checks received must be in the name of the applicant. Upon return of key, the applicant will be required to sign a voucher, and pending the condition of the facility following inspection, that voucher will begin the refund process. All refunds are addressed by the governing body at a regularly scheduled meeting following the application event. Process may take several weeks due to meeting schedules.

- Cancellation Policy** Re-scheduling fee \$50
- Cancellation in advance of 60 days will cost the applicant \$200.00
 - Cancellation of 60 days or less will cost applicant \$250.00
 - Cancellation of 30 days or less will cost applicant \$Full Deposit

YOU ARE RENTING THE COMMUNITY CENTER - WHICH INCLUDES IN YOUR AGREEMENT THE PARKING LOT- FRONT AND REAR DECKS - REAR AND SIDE YARDS OF THE BUILDING - AND YOU ARE RESPONSIBLE FOR THEIR CONDITION.

NO SMOKING PERMITTED IN THE FACILITY. OUTDOOR ASHTRAYS ARE AVAILABLE - NOTHING PERMITTED TO BE LEFT OVER NIGHT - THE ROOM MUST BE ABSOLUTELY CLEAR OF ALL PERSONAL ITEMS. CATERERS OR YOUR RENTAL EQUIPMENT IS TO BE REMOVED BY END OF EVENT. ROOM MUST BE RESET AS FOUND BY 1:00 A.M. ANYTHING LEFT BEHIND WILL BE DISCARDED.

I HAVE READ THIS AGREEMENT AND THE INFORMATION ON THE REVERSE SIDE OF THIS FORM AND ACKNOWLEDGE THAT I AM THE SOLE PARTY RESPONSIBLE.

- Facility available from 08:00 date of event. Key to be picked up by last business date preceding event during hours 08:30 - 4:00.
- No representative of the Borough will provide access to facility. If keys not picked up and employee called out fee is \$50 and deducted from deposit.
- Applicant must notify Beachwood Police Department no less than 30 minutes before accessing facility.
- NOTHING WILL BE AFFIXED TO WALLS, TILES - WINDOWS - DOORS - FANS OR LIGHTS (SEE REVERSE OF THIS FORM)
- All trash will be placed in containers located outside the kitchen entrance.
- All cleaning requirements noted on the reverse of this form MUST BE ADDRESSED and will be considered when approving deposit refund.
- Deposit refund will be denied, if the Borough must clean up, reset, or discard any items.
- Any damages exceeding the deposit, will be billed to the applicant.
- Failure to return keys in timely fashion (next business day) will cost applicant \$10 each day of failure to return.
- If you have hired a caterer or rented any equipment, everything must be removed by 1:00 A.M. at the end of your event rental.
- Anything left outside the facility will affect the refund of deposit.

YOU AND YOUR GUESTS ARE ASKED TO TREAT THIS FACILITY WITH RESPECT. YOU ARE A WELCOMED VISITOR AND WE'D LIKE TO HAVE YOU BACK AGAIN SOME TIME.

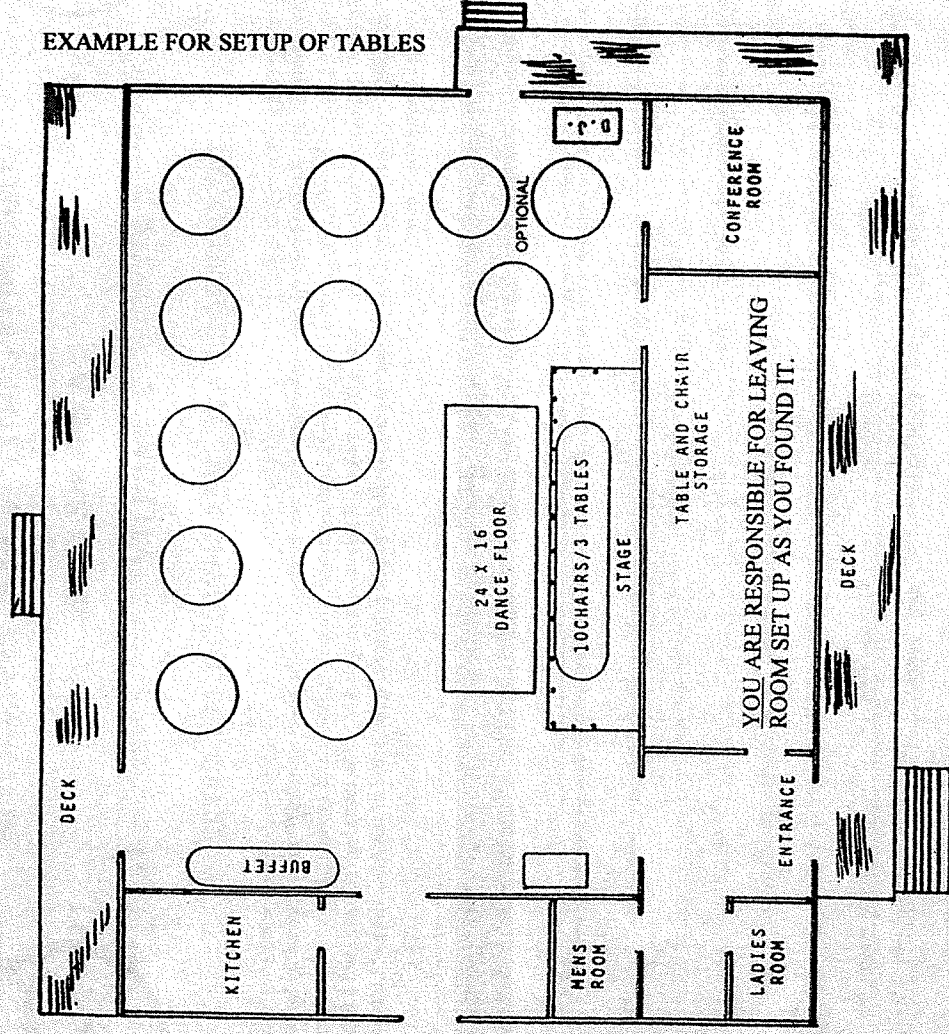
I, (PLEASE PRINT) _____ acknowledge the items noted on the front and the reverse of this form and understand I am the sole responsible party.

Applicant's Signature: _____ APPLICATION DATE: _____

Date Approved: _____ Resolution #: _____ Refund Approved _____ Refund Denied _____

Deposit Refund Amount: \$ _____

EXAMPLE FOR SETUP OF TABLES



ROOM IS SET UP WITH 8 TABLES EACH HAVING 8 CHAIRS

YOU MUST LEAVE ROOM AS YOU FOUND IT

NO CHAIRS OR TENTS ON OUTSIDE LAWN – NO HANGING OF ANY DRAPERY INSIDE

Room Capacity: 140 People Max Allows for 130 seated at tables and 10 at any head table and dance floor.
See diagram above.

We DO NOT PROVIDE – Cooking utensils – pots – dishes – cutlery – glasses – T.V – or Ice.

OUR INVENTORY AVAILABLE ON SITE:

- | | | | |
|---|------------------|--------------------|----------------|
| Chairs | Commercial Stove | Refrigerator | Microwave Oven |
| 48" Round Tables | 72" Round Tables | Rectangular Tables | |
| Rolling Bar – with bucket for melting ice and rubber mat for use under bar while indoors. | | | |

Rear Deck Awning set up from May 1 to October 15 (Weather Permitting)

YOU MAY ONLY DECORATE THE INSIDE STAGE RAILING (54" sides – 24.5 Ft. Frontage)

YOU MAY NOT USE: STAPLES – THUMBTRACKS – TAPE – OR PUTTY PRODUCTS (COMMAND/FUNTACK) ON ANY WALLS – LIGHTS – FANS – DOORS OR WINDOWS. PLEASE DO NOT USE GLITTER – CONFETTI OR RICE INSIDE THE FACILITY.

CHECK LIST FOR CLEAN UP:

1. TABLES – CHAIRS – BAR AND BAR MATS ARE NOT LEFT OUTSIDE.
2. FLOORS CLEANED OF DEBRI. BARE FLOORS SWEEPED AND SPILLS MOPPED. CARPETING VACUUMED (LOCATED IN MAIN ROOM CLOSET).
3. ANY GROUND IN FOOD PRODUCTS (CARPETING) OR STAINS HAVE BEEN REMOVED.
4. DANCE FLOOR SWEEPED (DO NOT USE A WET MOP ON DANCE FLOOR).
5. ICE HAS BEEN REMOVED FROM THE ROLLING BAR
6. CATERERS AND RENTAL COMPANIES HAVE REMOVED ALL THEIR EQUIPMENT BY 01:00 OR REMAINING ITEMS WILL BE DISCARDED BY THE BOROUGH.
7. KEY TO FACILITY IS TO BE RETURNED BY NEXT BUSINESS DAY FOLLOWING EVENT OR A \$10 FEE WILL BE IMPOSED PER DAY NOT RETURNED AND DEDUCTED FROM YOUR DEPOSIT.

PLEASE NOTE THAT THE "T" DOCK IS NOT INCLUDED IN YOUR RENTAL PACKAGE AND IS OPEN TO THE PUBLIC.

REMEMBER – YOU THE APPLICANT ARE FINANCIALLY RESPONSIBLE FOR ANY INFRACTIONS OF THIS AGREEMENT.

HOLD HARMLESS AGREEMENT
BETWEEN THE BOROUGH OF BEACHWOOD

AND

1. _____
(Individual) Telephone Number _____
- Address _____ City _____ Zip _____
2. _____
(Organization – Non Profit Corporation – Corporation – Public Entity)
- Address _____ City _____ Zip _____
- Responsible Party _____ Telephone Number _____

In consideration of the use of the [Beachwood Community Center] [Mayo Park] on the _____ day of _____ 20____ for the purpose of _____

The undersigned agrees to indemnify and hold the Borough of Beachwood 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 also requires that the Borough of Beachwood is indemnified from any losses or damages resulting from the acts or omissions from any guest, participant, visitor or other person attending the event described above.

Unless waived in writing by the Borough of Beachwood, I agree to furnish a Certificate of Insurance specifically naming the Borough of Beachwood as an additional insured, providing general liability, bodily injury and property damage coverage with minimum limits of liability not less than [\$500,000.00 – Individual] [300,000.00 – group/organization]. In order to Induce the Borough of Beachwood to accept this Hold Harmless Agreement, the following information concerning the intended use of the premises is furnished.

- a. Alcoholic Beverage (will) or (will not) be served.
- b. Total number of persons anticipated is _____.
- c. Number of Adults anticipated is _____.
- d. Number of Minors anticipated is _____.
- e. Food (will) or (will not) be served.
- f. Live entertainment (will) or (will not) be provided.
- g. Other _____.

The undersigned accepts full responsibility for all liability.

Signed this _____ day of _____ 20____ as the binding act in deed of _____

Name of Individual or Organization (Please print) _____

Authorized Signature: _____

WAIVER-ACKNOWLEDGED: _____
Borough of Beachwood Representative _____

BEACHWOOD COMMUNITY CENTER CHECK LIST

To Assist you in understanding how we make a decision on rental refund – this is a part of the Check list we use. Let this be your guide for proper cleanup of the Community Center.

At the end of your event check to see if there are:

- Water Stains on Carpeting
- Food Stains on Carpeting
- Tables and Chairs are cleaned and in good condition
- Dance Floor is cleaned and no spills or food or gum on the floor
- Kitchen – Floor and Counter Tops Clean Nothing left behind
- Ice Machine is in good working order
- Stove is left clean and working properly and is SHUT OFF
- Bathrooms (all stalls) are cleaned of all debris and nothing is damaged
- Conference Room and Storage Area – cleaned and extra tables and chairs used have been properly stacked
- Rolling Bar – returned to its location. No ice left and bucket in place
- Check the exterior grounds for litter and debris, exterior grounds include the parking lot and front and back of facility
- You have left the room set up the way you found it
- You have left no food items in the refrigerator
- You or your caterer have removed all items used during your event that were brought into the facility
- You checked the deck around the building – no chairs were left out
- All garbage has been placed in bags and put in appropriate exterior location off the kitchen door

Cleaning supplies and equipment are in the storage closet in the main room and are there to assist you in cleaning up.
