

WAYNE R. BRYANT SENIOR COMMUNITY CENTER

RENTAL REQUEST APPLICATION FORM

Applicant Information

Name: _____ DOB: _____
Organization: _____
Address: _____
Phone: _____ Fax: _____ Email: _____
Circle one: Lawnside Resident / Nonresident

Non-resident fees:

Whole hall: \$1,100.00 plus refundable security deposit of \$200.00.
Half hall: \$675.00 plus refundable security deposit of \$200.00.

Resident fees:

Whole hall: \$725.00 plus refundable security deposit of \$150.00.
Half hall: \$375.00 plus refundable security deposit of \$100.00.

Other fees:

The Opening and Closing Fee is \$25.00 (\$50.00 on holidays).
All repasts are \$200.00 plus Opening and Closing Fee (no security deposit required).

Event Information

Event Date: _____ Event Start Time: _____ Event End Time: _____
Type of Event (please explain in detail): _____

Room(s) requested: _____ Freehaven Room _____ Snowhill Room _____ Entire Facility

Number of Attendees: _____ Number of Minor Attendees: _____

Will Alcohol be served: Y / N (circle one)

Security personnel must be present, from beginning to end, during dances, cabarets or similar-type events where dancing occurs (at the cost of the renter). Security personnel are mandatory at all events serving alcoholic beverages at the cost of the renter. Security personnel may consist of either off-duty Lawnside Police personnel or SORA-licensed private security. If off-duty Lawnside Police officers are used, Renter will pay the Borough, at least fourteen (14) days prior to event, \$75.00 per hour, per officer. It is required that there be at least four (4) security personnel for use of the whole hall and at least two (2) security personnel for use of half the hall.

Insurance Information

All renters must attach to the Rental Agreement a Certificate of Insurance or Declaration Page of an Insurance Policy naming the Borough of Lawnside as an additional insured. (\$1,000,000.00 bodily injury/property).

Name of Insurance Company:

Name of Insured(s):

Policy Number:

Policy Limit:

Effective Date(s):

<i>To be filled out by Borough Representative</i>		
Applicant Name:	Event:	Event date:
Organization Name:		
Rooms Rented: _____	Freehaven Room _____	Snowhill Room _____ Entire Facility
Open/Close Fee:		
Security Fee:		
Total Rental Fee:		
Deposit:		
Due date for all Fees:		Date Paid:
Attachments:		

By signing below, I, the applicant, acknowledge that I have read understand and agree to abide by the terms and conditions set forth in the Wayne R. Bryant Senior Community Center Rules and Regulations, Wayne R. Bryant Senior Community Center Policy and Procedures, and Wayne R. Bryant Senior Community Center Rental Request Application Form. I understand that I, the applicant, will be totally and solely responsible for any damages done to the facility. I, or another authorized representative of the applicant, will be in attendance at the event for the duration of the event.

To the fullest extent permitted by law, I agree to defend, pay on behalf of, indemnify, and hold harmless the Borough of Lawnside, its elected and appointed officials, its agents, employees and volunteers against any and all third party claims, demands, suits, or loss, including all costs connected therewith, for any damages which may be asserted, claimed or recovered against or from the Borough of Lawnside, its elected and appointed officials, its agents, employees, and volunteers, by reason of personal injury, including bodily injury or death and/or property damage, including loss of use thereof, which arises out of or is any connected or associated with this contract.

By initialing below, I acknowledge that I have received and reviewed each of the following documents:

_____ Wayne R. Bryant Senior Community Center Rental REQUEST APPLICATION FORM

_____ Wayne R. Bryant Senior Community Center Facilities Use RULES AND REGULATIONS

_____ Wayne R. Bryant Senior Community Center Facilities POLICES AND PROCEDURES

RENTER NAME: _____ (Representative's name)

RENTER SIGNATURE: (must be representative listed above)

DATE:

BOROUGH REPRESENTATIVE SIGNATURE

DATE:

WAYNE R. BRYANT SENIOR COMMUNITY CENTER

RULES AND REGULATIONS

1. Renters are responsible for the conduct and safety of their guests.
2. The Renter may not sublease, assign, or otherwise transfer his/her right to use the facility to any other individual.
3. The Renter must use the facility for the purpose stated in the Rental Agreement.
4. The maximum rental time for the facility is six (6) hours, plus two (2) hours set up time. The facility will be closed at 2 am. **NO EXCEPTIONS.**
5. Unauthorized sale of food or alcohol is prohibited.
6. Smoking is prohibited in and around the facility.
7. If alcoholic beverages are being served at an event then a parent or guardian **must** accompany all minors.
8. Security personnel may be required for any affair, function, activity or event starting on or after 7:00 p.m. Security personnel may consist of either off-duty Lawnside Police personnel or SORA-licensed private security. It is required that there be at least four (4) security personnel for use of the whole hall and at least two (2) security personnel for use of half the hall. Security personnel are mandatory at all events serving alcoholic beverages at the cost of the renter.
9. The Borough of Lawnside requires security personnel be present at all events where alcoholic beverages will be served with the cost of security to paid by the renter in advance.
10. The Borough of Lawnside may use its discretion to require security personnel at any event with the cost to be paid by the Renter in advance. Private security personnel must be SORA certified.
11. All events must comply with the laws of the State of New Jersey and of the Borough of Lawnside.
12. Lewd, lascivious, and illegal activities including but not limited to exotic dancing, strip tease, wet t-shirt contests, lingerie parties, gambling, etc. are **prohibited at this facility**. Any violation will result in the closure of the event and prosecution to the full extent of the law.
13. The Renter shall be solely responsible to properly set up and take down all tables, chairs and other furniture to be used.
14. Activities on the grass in the front or side of the facility are prohibited.
15. The facility must be clean at the end of the event, including but not limited to trash removal, tables cleaned, and decoration removal. Failure to properly clean the facility will result in a fee to be charged to the Renter.
16. Decorations may not be taped, tacked, nailed or in any way affixed to the walls of the facility.
17. Before an event staff will conduct a walkthrough with the renter. At this time the Renter must note anything broken or in need of repair.
18. The Renter is liable for any and all damages during the rental time.
19. After the event staff will conduct a post walkthrough inspection to determine the condition of the facility.
20. The deposit will be forfeited if you fail to utilize the facility in accordance with all rules, regulations, policies, and procedures determined by the Borough of Lawnside.
21. The Mayor and/or Borough Council shall have and retain the authority to make administrative decisions regarding each planned event on a case-by-case basis. This includes cancellation of an event.
22. All Renters must provide the Borough of Lawnside with proof of commercial event insurance in an amount not less than \$1,000,000.00 (bodily injury/property). The Borough of Lawnside must be named as an additional insured on the declaration page of the policy presented.
23. If alcohol is served, additional liquor liability insurance must be obtained and proof thereof must be provided, in addition to State of New Jersey ABC permit, to the Borough at least 14 days prior to the date of the event. See Municipal Clerk (856-573-6200) for more info.