

FRELINGHUYSEN TOWNSHIP
APPLICATION AND AGREEMENT FOR RECREATION CENTER RENTAL
139 Lincoln Laurel Road

APPLICANT'S NAME: _____

ADDRESS: _____

PHONE -- HOME: _____ MOBILE: _____

DATE OR DAY OF WEEK DESIRED: _____ SECOND PREFERENCE: _____

RECURRING?: _____

START & END TIMES: _____

ESTIMATED NUMBER OF PERSONS ATTENDING: _____ (MAXIMUM PER EVENT IS _____)

RULES REGARDING RECREATION CENTER RENTAL:

1. The following fees shall apply to all Recreation Center rentals:
 - (a) Rental fee (non-refundable): \$300.00 for 5 hours. \$75.00 per each additional hour. (\$150.00 non-profits). *Make checks payable to Frelinghuysen Township Recreation.*
 - (b) Security/key deposit: \$200.00. The security/key deposit is refundable provided that the Recreation Center is not damaged, is left in broom-clean condition, all furnishings are placed in their original locations, keys are returned and all trash is removed. If the Recreation Center is damaged, not cleaned, etc., then the Township reserves the right to make deductions from the security deposit as necessary to restore the Recreation Center to its condition before the event.
2. The Township is not responsible for damages, loss of personal property, equipment or utility malfunctions.
3. The following areas are not included in the rental and may not be used in conjunction with the rental:
_____.
4. The Township reserves the right to reject or disapprove applications for cause.
5. The renter is responsible for the examination of the Recreation Center facilities prior to rental. Defects should be brought to the attention of the Township. The facility will be examined after the rental. Defects caused during the rental period will be noted and will be the responsibility of the renter.
6. Smoking is prohibited inside the Recreation Center, and is permitted outside in designated areas only.
7. Alcohol will be served _____ Alcohol will NOT be served _____
8. If the renter intends to have alcoholic beverages at the event, a social affair permit must be obtained by the renter. The renter can apply to the ABC online through its POSSE online licensing system at <http://www.nj.gov/oag/abc/licensing-files.html> If filing online, the application must be made 14 days before the event; if filing a paper application it must be 21 days before the event. The Township's consent to the application is required. The fees charged by the ABC are in addition to the rental and other fees set forth above.

9. Parking of vehicles shall be permitted only in designated areas. Illegally parked vehicles are subject to towing.
10. The Township reserves the right to terminate any rental which, in the sole judgment of the Township, is inappropriate or results in unlawful conduct or activities which violate the ordinances, rules and regulations of the Township.
11. An adequate number of adult supervisors must be present at all functions for children or teenagers. The name, address, and number of adults must be provided to the Township.
12. At least five days before the event, the renter shall provide an acceptable Certificate of Insurance, naming Frelinghuysen Township, its officers, agents, employees and volunteers as additional insureds. This Certificate must show evidence of general liability insurance with limits of one million dollars (\$1,000,000) per occurrence for injury and death, including property damage to the Township and to property of other parties, with an annual aggregate of no less than two million dollars (\$2,000,000). Insurance shall be written by an insurance company licensed by the State of New Jersey. It is understood and agreed that insurance shall cover any damage or injury to any and all persons attending or property connected with the event.
13. Rentals are permitted only during the following hours (**the Recreation Center must be cleaned, restored and vacated at or before the end times shown below**):

- (a) Monday to Thursday: _____
 (b) Friday: _____
 (c) Saturday: _____
 (d) Sunday: _____

The undersigned agrees that by signing this agreement, I am personally responsible for any damage to the Recreation Center. If the damage exceeds the security deposit, I am personally responsible for that additional amount.

By signing this agreement, the renter agrees to indemnify and hold harmless The Township, its officers and employees from any and all claims and damages arising directly or indirectly as a result of the matter herein authorized, to the full extent allowed by law.

I (We) agree to the above rules and fees.

Date

Date

APPROVED/ DENIED

By: _____

Date: