Senior Center Bingo/ Game of Chance Application

DEPARTMENT OF MUNICIPAL SERVICES P.O BOX 1106, Turnersville, NJ 08012 Phone: (856) 589-3227

Date of Application:	Date of Event:	Day of Event:	Time of Event:
Number of Individuals Attending:	Name of Organization:		
Contact Person:	Home Phone Number	Cell Phone:	Work Phone:
Address	City	State:	Zip Code
Purpose of Event			

Location Requested

____ Senior Center - Front Room	____ Senior Center - Back Room

Township Use Only:

Fee Schedule:

Senior Center (6-hour Maximum)	Cost:	$1,000.00
Senior Center - Additional time (over 6 hours)	Cost:	$125.00 per hour
Senior Center - Security (Off-Duty Police) Schedule Directly with EDS:		$55.00 per hour plus 8% administration fee Call: (856) 861-3297
Security Deposit - Required for each rental		$400.00
Security Deposit - Additional amount for Senior Center Back Room		$200.00

I/we the applying organization/group understand the policies, rules, and regulations set forth and will abide by said regulations. I/we understand that any damages that occur during our scheduled time will be our direct responsibility. A damage report will be submitted for payment within one (1) week. To the fullest extent permitted by law, the applicant shall indemnify and hold harmless the Township of Washington and all their agents; its officers, officials, employees, and volunteers harmless against all losses, damages, liability, claims, demands, and causes of action arising out of, or in any way connected with the use by the applicant of municipal property, including premises liability. A Certificate of liability is required for all parties. Payment policy: 100% DEPOSIT WILL BE DUE UPON APPROVAL OF APPLICATION. THE RENTAL IS DUE TWO (2) WEEKS BEFORE THE EVENT.

Signature: _____ Date: _____

Approved by:_____ **TOWNSHIP USE ONLY**

Rental Fee Due: _____ Security Deposit Due: _____

Security (Off Duty Police) Due: _____

Security Deposit :	Date Paid: _____	Check #:_____	Cash:_____
Security (Off Duty Police):	Date Paid: _____	Check #:_____	Cash: _____
Rental Fee:	Date Paid: _____	Check #: _____	Cash: _____

SENIOR CENTER
315 GREENTREE ROAD, SEWELL, NEW JERSEY 08080

The Washington Township Senior Center front section accommodates a maximum of 200 people. We supply tables and/or chairs to accommodate this number. You are responsible for additional table and chair rental if needed. The back room accommodates an additional 100 people. Additional tables and chairs would need to be rented by the renting group

GENERAL RULES AND REGULATIONS

We, the applying organization/group, hereby understand when we are utilizing the facility, it is our responsibility to set up and return the area in the order in which we received it that day. Anything that was moved must be returned to its original location. All tables must be cleaned, if necessary, and all tables and chairs must be returned to their original position. [Diagram available if asked for ahead of the event] Also, all trash and recycling materials must be separated and placed in the appropriate receptacles and taken out to the dumpster.

NO DECORATIONS ARE TO BE PUT UP ON THE WALLS. TABLE DECORATIONS ONLY! ABSOLUTELY NO CONFETTI! BALLONS AND BALLOON ARCHES ARE TO BE TAKEN OUTSIDE TO POP AS THE LATEX RESIDUE MAKES THE FLOOR SLIPPERY! THANK YOU!

ABSOLUTELY NO ALCHOLIC BEVERAGES ALLOWED IN THE BUILDING WHILE PLAYING BINGO! If alcohol is present in our building – the group will forfeit future use of the facility! - N.J.A.C. 13:47, no game may be conducted where alcoholic beverages are sold, dispensed or consumed during the period of the commencement of the first and the conclusion of the last bingo game of the occasion

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NO SMOKING inside or outside the surrounding building!

If your group requires Police Security, please call: 856-861-3297 to get an application. Police Security is $55.00 per hour 8% administration fee to be paid by the organization or group.

Depending on the size of the event, additional security personnel may be required at the discretion of the Municipal Services Supervisor.

THE MUNICIPAL SERVICES DEPARTMENT RESERVES THE RIGHT TO CANCEL ANY GROUP FOR THE NEEDS OF WASHINGTON TOWNSHIP PROGRAMS, MAINTENANCE, AND FOR FAILURE TO ABIDE BY THE ESTABLISHED RULES.

_____ _____

Signature Initial

CONTRACT

The cost of the rental for bingo organizations is $1,000.00 for a maximum of 6 hours. Each additional hour is $125.00

A. A Certificate of Insurance: the applicant shall procure and maintain insurance for the duration of the contract against claims for injuries to persons or damages to property that may arise from or in connection with the applicant's operation and use of leased premises. The cost of such insurance shall be borne by the applicant. Applicants shall furnish liability insurance providing coverage for the Municipality for all activities the applicant conducted on the Municipal property. The liability insurance shall provide coverage for no less than $1,000,000 and $2,000,000 aggregate per occurrence. Commercial General Liability insurance for bodily injury, personal and advertising injury, and property damage.
B. The organization's coverage to be primary and non-contributory
C. Municipality to be named as "Additional Insured:" The Township of Washington at 523 Egg Harbor Road, Sewell, NJ 08080 and receive Executed Indemnity and Hold Harmless Agreement PRIOR TO APPROVAL OF EVENT OR ACTIVITY. THE MUNICIPALITY MUST RECEIVE A CERTIFICATE OF INSURANCE AND AN ENDORSEMENT NAMING THE MUNICIPALITY AS AN ADDITIONAL INSURED. (At least (2) two weeks before Lessee uses the Municipal Property).

If your organization needs to purchase this insurance and has not done so in the past, our insurance company can quote your organization under the MEL. They have contracted with Gatherguard to provide inexpensive insurance to residents and non-profit organizations for specific events or meetings when utilizing municipally-owned facilities. The program provides a $1,000,000 limit of liability coverage and automatically names the municipality as an Additional Insured. This program is available to all members of the JIF which Washington Township is a member. To obtain a quote visit: https://app.gatherguard.com

A Security Deposit is required at the time of the booking and blocking out the event date. IF THIS EVENT IS CANCELLED AT ANY TIME $100.00 OF THE SECURITY DEPOSIT WILL NOT BE REFUNDED!

The Security Deposit will be returned to you after the final inspection if no time overage or no damages were incurred to the facility and/or fixtures. As well as all trash and recycling have been taken out. Any additional damages are the direct financial responsibility of the contracted user.

The Security Deposit refund may take 4 to 6 weeks to process pending the billing cycle.

The event shall be paid in full two weeks prior to the event.

Anyone serving minors will be removed; all fees will be lost and may face prosecution.

You will receive a copy of the executed Rental Application after receipt of your deposit. Please be sure to review all information at that time so you are aware of the group's responsibilities. Your Permit/Rental Contract shall be in your presence at the time of arrival at our facility and throughout the duration of the function.

Arrival time for your event shall start at the contracted rental time. As a courtesy, you may arrive 15 minutes prior to the event to deliver items in the foyer area only. You are permitted to use the facility only for the time rented. From Sunday — Thursday events shall not exceed 9 pm, and Friday and Saturday rental times shall not exceed 11 pm.

If this contract is violated in any way the Township reserves the right to send the renter additional charges and hold the security deposit.

I have read all the Rules and Regulations of the Contract. _____ Initial

SIGNATURE:_____

DATE: _____

PRINT NAME: _____