Building Rental 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
____ Olde Stone House Church	____ Olde Stone House Gazebo

Township Use Only:

Fee Schedule

Olde Stone House Church (Two - hour max)		$275.00
Olde Stone House Gazebo		$35.00 per hour $50 for additional
Senior Center (3 - hour Minimum)	Residents:	$125.00 per hour
	Non-Residents:	$200.00 Per hour
Senior Center - Back Room - Additional	Residents:	$125.00 per hour
	Non-Residents:	$200.00 per hour
Senior Center -	Employees:	$75.00 per hour
	Non-Profit Organizations:	$100.00 per hour
Senior Center - Security (Off-Duty Police)		$40.00 per hour
Security Deposit - Required for each rental	Residents:	$200.00
	Non-Residents:	$400.00
Security Deposit - Additional amount for Senior Center Back Room		$200.00
Maintenance Fee - Required for each rental		$100.00

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 which 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 and employees from and against all claims, damages, losses, and expenses, including but not limited to attorney's fees, arising out of the use of Township property. A Homeowner's policy is required for parties serving beer and wine. Payment Policy: 100% DEPOSIT WILL BE DUE UPON APPROVAL OF APPLICATION. THE RENTAL AND MAINTENANCE FEE IS DUE TWO (2) WEEKS BEFORE THE EVENT.

Signature: _____ Date: _____

TOWNSHIP USE ONLY

Approved by:_____

Rental Fee Due: _____ Security Deposit Due: _____ Maintenance Fee Due: _____

Security (Off Duty Police) Due: _____

Security Deposit :	Date Paid: _____	Check #:_____	Cash:_____
Maintenance Fee:	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 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 section in the back of the building is an additional charge, if needed (based on the number of people). This section can accommodate 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. 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!

ABSOLUTELY NO HARD LIQUOR IS PERMITTED! Beer and wine only are allowed in the facility. All beer and wine brought into the facility must be removed when the event is over.

NO SMOKING inside or outside the surrounding building!

Police Security is MANDATORY for predominately youth parties/functions. All youths shall be supervised outside of the building. This must be organized by the organization or group prior to the party. Please call; Police Security is approximately $40.00 (per hour for a minimum of four hours) to be paid by 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.

_____

INITIAL

CONTRACT

The cost of the rental is $125.00 per hour for residents and $200.00 per hour for non-residents. The back room is an additional $200.00 an hour and accommodates an additional 100 people.

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 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.

If applicable, proof of police security for youth parties/functions shall be submitted to the Municipal Services Department two weeks prior to the event.

The Senior Center allows beer and wine only. No hard liquor is permitted. If you intend on having beer and/or wine at your event, we will need a copy of your Homeowners' Policy prior to your use of the facility. 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 to 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 8pm, Friday and Saturday rental times shall not exceed 11pm.

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

_____
Initial

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

SIGNATURE:_____

DATE:

_____

PRINT NAME: _____