



SENIOR CENTER
101 S. HILLTOP AVENUE

RENTAL APPLICATION

FOR RESIDENTS - FEE \$250.00

Must provide proof of residence
Sign hold harmless indemnification waiver

FOR NON-RESIDENTS - FEE \$400.00

Must provide evidence of insurance (see insurance requirements)
Sign hold harmless indemnification waiver

**FOR BUSINESSES AND ORGANIZATIONS
FEE**

Must provide certificate of insurance (see insurance requirements)
Sign hold harmless indemnification waiver

\$200 DEPOSIT REQUIRED AT TIME OF RENTAL

THIS FEE IS NON-REFUNDABLE

SECURITY DEPOSIT OF \$200.00 IS REQUIRED AT TIME OF RENTAL Borough will conduct an inspection prior and after event.

MAXIMUM USE OF THE HALL WILL BE FOR SIX (6) HOURS. HALL MUST BE VACATED BY MIDNIGHT

NAME OF APPLICANT(S) _____

ADDRESS _____

PERSON RESPONSIBLE:

NAME: _____ TITLE _____ EMAIL _____

ADDRESS: _____

TELEPHONE (HOME) _____ (CELL) _____

Rental Date _____ Hours of Use _____

Any rental period extending more than six months will be reviewed by the Borough which may in its sole discretion cancel any future rentals.

Type of affair or function _____

Number of people to attend: _____

Will Alcoholic Beverages be served? YES NO If yes, who will be serving the Alcohol? _____

If yes, please initial that you will not be serving alcohol to minors. _____



RULES AND REGULATIONS FOR THE SENIOR CENTER

- The user will be allowed two and one half (2 ½) hours time to decorate the hall and setup tables and chairs the day of the rental.
- The rental of the hall shall include use of the kitchen and its equipment (stove & refrigerator).
- **There is NO SMOKING IN THE BUILDING. Smoking is permitted outside of the building.**
- You must supply your own serving containers, cooking utensils, paper towels, trash bags and tablecloths.
- If tables are used, the renter is responsible to use table cloths to prevent damage/staining of the tables.
- Standing on chairs and tables is not permitted at any time.
- Decorations on the tables are permitted. **However, there are to be no tacks, staples, nails, adhesive products or tape used on the walls. DECORATIONS ON THE WALLS OR CEILING ARE NOT ALLOWED!**
- If there is any damage you will be responsible to cover the cost of repair and/or replacement.
- The Borough of Somerdale is not responsible for lost or damaged belongings.
- The Borough of Somerdale is not responsible for property left in the center.
- **NO ALCOHOL IS PERMITTED OUTSIDE OF THE CENTER.**
- **Alcohol may not be sold or be part of an admittance fee without separate permits**

FOOD

- Food can be warmed NOT PREPARED at the Somerdale Senior Center. There is to be NO COOKING OF FOOD.
- No food is to be left behind.
- Please do not place solid food in the sink-there is no garbage disposal.

LEAVING OF BUILDING

- The hall must be cleaned up immediately after use. Please note: clean up includes **removal of trash to the dumpster (located by the field refreshment stand across the street)**, removal of decorations and their fasteners, mopping of spills and the floor swept
- Reset tables and chairs as you found them.
- All tables, countertops and other surfaces must be cleaned at the end of your event.
- The kitchen is to be left clean; please clean up any spills in the refrigerator, stove and oven.
- The Borough of Somerdale will not be responsible for property left in the Hall.

CLEANING PRODUCTS AND VACCUM ARE LOCATED IN THE CLOSET NEXT TO THE FRONT ENTRANCE

It shall be the responsibility of the user or his representative to keep order with all guests. Inappropriate behavior will not be tolerated. If there is any disorderly conduct during the rental, the police have the responsibility and right to discontinue the event or affair and remove all persons from the premises.

If there is any violation of this agreement, you will not be permitted further rentals.

IN CASE OF EMERGENCIES OF A SERIOUS NATURE PLEASE CALL 911

POLICE EMERGENCIES (OF A NON SERIOUS NATURE) 856 783-4900

BUILDING EMERGENCIES (PLUMBING, KITCHEN, ETC.) 856 783-4648

PLEASE CALL OR TEXT (609)870-6069 TO HAVE THE HEAT/AIR CONDITIONING CHANGED

Insurance Requirements

There is no insurance coverage or indemnification whatsoever extended by the Borough of Somerdale or its insurance policies to provide Liquor Legal Liability Insurance, or Insurance of any kind to the APPLICANT or their participants. All APPLICANTS are required to sign a hold harmless indemnification waiver and if applicable provide the following insurance documents at its own cost and expense.

Non Residents:

A certificate of insurance evidencing general liability coverage with limits of \$300,000.

The certificate should read "evidence of insurance for the rental of the Somerdale Senior Center for (event) on (date of event).

Businesses and Organizations:

A certificate of insurance naming the municipality as an Additional Insured with the following limits:

General liability including products and completed operations insurance with a minimum combined single limit of liability per occurrence for bodily injury and property damage of one million (\$1,000,000) dollars with a minimum annual aggregate of two million (\$2,000,000) dollars.

Certificate should read: The Borough of Somerdale is included as an additional insured with respects to the use of the Borough's Senior Center for (name of the event) on (date of the event).

FOR ANY RENTAL, RESIDENT, NON-RESIDENT, BUSINESS OR ORGANIZATION, IF YOU WILL BE SERVING ALCOHOL YOU ARE REQUIRE TO HAVE HOST LIQUOR LIABILITY.

Both General Liability AND Host Liquor Liability will be required. Limits for host liquor liability are: \$1,000,000/\$1,000,000 with the Borough of Somerdale named as an additional insured.

Insurance requirements must be complete within one week of reserving the center. You can have the certificate faxed to 856.784.9377 or email mmiller@somerdale-nj.com.

The Borough has registered with a program to assist with obtaining any of the above insurance. It is called the "TULIP Program" (tenants' users' liability insurance program). It is one day event insurance and can be purchased on line. If you are interested go to www.onebeaconentertainment.com. Scroll halfway down on the right, click on "Purchase or Quote". For Somerdale, the Venue I.D. Code is: **4990-491**. They satisfy the requirements of the Borough and send a certificate of insurance directly to us,

TULIP General Liability Rating Schedule

- All rates are based on the following limits per each event:

○ General Aggregate Limit	None
○ Products & Completed Operations Aggregate Limit	\$1,000,000
○ Each Occurrence Limit	\$1,000,000
○ Personal & Advertising Injury Limit	\$1,000,000
○ Fire Damage Limit	\$50,000 any one fire
○ Medical Payments Limit	Excluded
○ Liquor Liability Aggregate Limit	\$1,000,000
○ Each Common Cause Limit	\$1,000,000



101 S. Hilltop Avenue
Somerdale, NJ 08083

SENIOR CENTER RENTAL AGREEMENT

THIS AGREEMENT made this _____ day of _____, 20____ by and between the Borough of Somerdale, a municipal corporation of the State of New Jersey, located at 105 Kennedy Boulevard, Somerdale, NJ and _____ (hereinafter referred to as "USER").

WHEREAS, USER will rent the Senior Center on _____ for the following event_____.
(Date) (Name of event)

Time they will have access to the center. _____

USER has paid the Borough of Somerdale the sum of \$_____ Check #_____ Cash_____

Security Deposit of \$200.00 has been paid by Check #_____Cash _____

If required a certificate of insurance has been provided and attached.

Will the user(s) charge his/her guests admission or sell tickets for this affair? Yes_____ No_____

Will there be alcohol? ____YES ____NO

If YES, a certificate of insurance providing host liquor liability and naming the Borough as additional insured has been attached.

I have received and read the Rental Application's Rules and Regulations for the use of the senior and hereby set forth and agree to all the terms and conditions thereof._____

Indemnification

To the fullest extent permitted by law, User shall indemnify, save harmless and defend the Borough of Somerdale, its elected and appointed officials, its employees and others working on behalf of the Borough of Somerdale from and against any and all claims, losses, costs, attorney's fees, damages, or injury including death and/or property loss, expense claims or demands arising out of USER's use of the Senior Center.

Signature of Lessee(s) _____ **Date** _____

Witness: _____

Municipality _____