



**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](mailto:mmiller@somerdale-nj.com).

The Borough has registered with a program to assist with obtaining any of the above insurance. It is called "GatherGuard" (tenants' users' liability insurance program). It is one day event insurance and can be purchased on line. If you are interested go to <https://app.gatherguard.com/?v=4990-028> . You will select the type of event that you are having and proceed to answer a series of questions, which will take you to the Venue I.D. For Somerdale, the Venue I.D. Code is: **4990-028**. They satisfy the requirements of the Borough and send a certificate of insurance directly to us,

## **GatherGuard 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 \_\_\_\_\_