



**The George Ruch Community Center  
Rental Agreement**  
2201 Highland Avenue Williamstown, NJ 08094

**SUMMARY OF AGREEMENT**

Renter Information			
Name of Organization			
Rental Day and Date of Use			
Time period of use (entire time needed, including setup and breakdown)			
Rental Fee		# of Persons	
Purpose			
Special Provisions: <input type="checkbox"/> Kitchen Facilities <input type="checkbox"/> Sports Fields <input type="checkbox"/> Alcohol Policy Rider			
FVLA Representative Signature / Date			
Primary Contact Person		Secondary Contact Person	
Renter Name		Renter Name	
Title		Title	
Email Address		Email Address	
Address		Address	
Phone		Phone	
Signature/Date		Signature/Date	

**Deposit**

Fifty Dollars (\$50.00) is due upon execution of this Rental Agreement. This Deposit served both to guarantee the rental and will also be held as the Cleaning and Security Deposit. The Deposit is non-refundable upon cancellation.

**Hall Rental Fee**

If the Hall Rental date identified above is on a Weekend, the fee is payable in full not less than thirty (30) days prior to the date of the event. If the Hall Rental Date is on a Weekday, the fee is payable in full not less than fifteen (15) days prior to the date of the event.

**Insurance**

If the Renter is an Organization (e.g. sports team, boy scouts, church group or any type of club organization), please provide a Certificate of Insurance from the organization. If the Renter is an individual renting for a private party such as a baby shower, bridal shower, etc., please provide a copy of that individual's homeowners or renters insurance policy. Insurance for either Renter must show at least \$300,000 in liability coverage.

For any rental in which alcoholic beverages are provided, the Renter will need to purchase a one day special event policy and provide a valid certificate of insurance indicating that liability insurance in the amount of \$1,000,000 is in force, with the "Friends of Victory Lakes Association" named as additional insured. This must be provided at least fifteen (15) days prior to the event.

**Alcohol**

Without expressed consent, alcohol is not permitted on the property.

**Kitchen Facilities**

No fresh cooking. Any food to be served should be prepared at another location and may be warmed up using our kitchen facilities.

**Clean Up**

The Hall is to be cleaned and set back up with the tables and chairs arranged as found upon arrival. Additionally, the renting party must clean the property so that it meets the following criteria: "Floors swept and mopped so as to remove all food crumbs, spilled drinks, and left in a "non-sticky" condition, garbage bags removed from the premises and placed in the outside municipal trash cans, table tops wet wiped and no property damage. This cleaning shall be performed the next

Office Use Only: \_\_ Deposit Rcvd \_\_ Insurance \_\_ Payment



## **Victory Lakes Clubhouse at the George Ruch Building Hall Rental Agreement**

14<sup>th</sup> & Highland Avenues Williamstown, NJ 08094

morning prior to noon, unless there is another event scheduled, in which case the hall shall be cleaned by 10:00 AM the following morning. If the hall is not cleaned to meet these conditions, the security deposit will be retained and any reasonable additional cleaning expense will be payable by the renting party.

### **Rental Times**

Rental times are set forth in the "Time Period of Use" section in this agreement. This includes any setup and cleanup needed for your event. In no event, shall the rental time of this hall exceed the quiet hours established by our Township. All renters are expected to leave the facility and property no later than 10:00pm.

### **Cancellations**

Unless otherwise reserved, reservations cancelled within thirty (30) days for a weekend event and fifteen (15) days for a weekday event are non-refundable. Reservations cancelled prior to this timeframe are fully refundable with the exception of the security deposit.

### **Smoking**

Smoking is strictly prohibited in the rental facility. If smoking outside the building, proper receptacles should be provided and used to dispose of cigarette butts.

### **Damages**

As the Renter, you will be responsible for the conduct of all guests and will be liable for any damage to the premises of its contents, including but not limited to tables, chairs, fixtures, appliances, walls and electronic equipment if used, with the exceptions of breakdowns due to normal wear and tear. Standing on chairs or sitting/standing on tables is prohibited. Nails, screws, thumbtacks, or permanent adhesives are not permitted.

Unruly, rude or abusive behavior will not be tolerated and violators will be asked to leave or escorted off the premises if necessary.

### **Security Deposit**

Your Security Deposit will be returned within 30 days following your event. The full deposit will be returned after the property has been inspected and the clean-up provisions listed are satisfactorily completed.

### **Utilities**

No adjustments are to be made to any thermostats, air conditioners, or windows without the consent of the Friends of Victory Lakes Association.

### **Maximum Capacity**

Maximum capacity is 80 persons at any time. Violation of the seating capacity will result in suspension of the event until compliance is restored. This will be enforced in order to ensure safety of the guest and the protection of the premises as well as to comply with Fire Codes.

### **Indemnification**

In consideration of the renting of the premises to the undersigned, the undersigned hereby releases the Friends of Victory Lakes Association, its officers, directors, trustees and members (collectively the "Association") from any and all suits, actions, compensations consequential and punitive damages, any and all property damage, personal injuries, lost of stolen articles, illness, death resulting from any occurrence or accident that may occur as a result of or arise out of leasing or use of the described premises by the Renter.

The Primary and Secondary Contact Person hereby agree to indemnify, defend and hold harmless the Association against any such claims brought by any person or entity.