



The George Ruch Community Center
Rental Agreement
 2201 Highland Avenue Williamstown NJ, 08094
SUMMARY OF AGREEMENT

Renter Information
Name of Organization or Renter:
Rental Day and Date of Use:
Rental Time (Including setup and breakdown):
Number of Guests (Cannot exceed 80, see Max capacity details):
Purpose:
Special Provisions: <input type="checkbox"/> Kitchen Facilities (Stove is for warming only) <input type="checkbox"/> Alcohol Policy Rider
<input type="checkbox"/> Outdoor Areas
Primary Contact Information
Renter Name:
Email Address:
Address:
Phone Number:

Deposit

Fifty Dollars (\$50.00) is due upon execution of this Rental Agreement. This deposit serves to guarantee the rental and will also be held as a security deposit. This deposit is non-refundable upon cancellation if cancellation notice is provided less than 30 days before the event.

Deposit Return

Your deposit will be returned after inspection of the building and the clean up provisions listed are satisfactorily completed. If paid by check, the FVLA will shred the check. If paid by cash, please expect return of security deposit within 30 days.

Hall Rental Fee

The Hall Rental Fee is due 30 days prior to the event date and should be paid in full prior to the event. If the fee is not paid prior, FVLA reserves the right to deny access to the building.

Cancellations

If renter cancels the rental 30 days prior to the event, a full refund will be issued including the security deposit. If past this date, the FVLA reserves the right to keep the holding/security deposit. If the rental is paid in full, FVLA reserves the right to keep the full amount. This will be decided on a case-by-case basis.

PROHIBITED

- Smoking is strictly prohibited in the facility. If smoking outside the building, proper receptacles should be provided and used to dispose of cigarette butts. If cigarette butts are found around property, security deposit may be kept.
- Use of thumb tacks, nails, screws, or permanent adhesives are not permitted
- Standing on Chairs, Tables, or sitting on tables is prohibited
- Use of any exercise equipment during rental is prohibited
- Unruly, rude or abusive behavior will not be tolerated and visitors will be asked to leave and escorted of the property if necessary
- Use of Confetti or Confetti Filled Balloons is prohibited

Any violation of the above prohibitions will result in the security deposit being kept.

Alcohol

Without expressed consent, alcohol is not permitted on property

Kitchen Facilities

No Fresh cooking. Stove is used for warming purposes only.

Damages

As the Renter, you will be responsible for the conduct of all guests and will be liable for any damages to the premise and it’s contents, including but not limited to tales, chairs, fixtures, appliances, walls, and electronic equipment if used, with the exceptions of breakdowns due to normal wear and tear (Please refer to the prohibited section for more information).

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 the safety of the guest and the protection of the premises as well as to comply with Fire Codes. If Outdoor Event is requested expecting to exceed the indoor maximum capacity, additional insurance may be required.

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 please provide a copy of that individual’s homeowner’s or rental insurance. Renter must show at least \$300,000 in liability coverage. For any rental in which alcoholic beverages will be 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 \$1,000.00 is in force, with the “Friends of Victory Lakes Association” names as additional insured. This must be provided at least 15 days prior to the event.

After Rental Cleanup/Building Closure

Clean Up: Cleaning shall be performed the next morning before noon. If there is another event scheduled, you will be required to clean the hall before 10:00 am the following morning. Table and chairs must be put away with the exception of the larger tables and round table against the back wall (Return it the way you found it). All Garbage, including bathrooms must be taken outside and put in trash cans. NO BAGS in recycling. Please remove all food from premises by the next day including anything in refrigerator. Floors must be swept and mopped (no food crumbs, trash, sticky areas) **IF THIS IS NOT COMPLETE – WE WILL KEEP THE SECURITY DEPOSIT AS WE WILL HAVE TO PAY SOMEONE TO COMPLETE THE CLEAN UP.** Any additional cleaning expenses will be payable by renting party.

Building Closure: Windows should be closed and locked. Door should be locked and key returned to lock box. Lights/Fans should be turned off. The first light switch should remain ON/UP – this controls the outside lights. Thermostat should be returned to 55 degrees.

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 to punitive damages, any and all property damage, personal injuries, lost or stolen articles, illness, death resulting from any occurrence or accident that may occur as a result of or arise of leasing of use of the described premises by Renter. The Primary Contact Person hereby agree to indemnify, defend, and hold harmless the Friend’s of Victory Lake’s Association against any such claims brought by any person or entity.

Renter Signature:	Date:
FVLA Representative Signature:	Date:

