



Montague Township COMMUNITY CENTER RENTAL AGREEMENT

1. RENTER NAME: _____

2. RENTER ADDRESS: _____

3. PRIMARY PHONE: _____ ALTERNATE PHONE: _____

4. EMAIL ADDRESS: _____

5. DATE OF RENTAL: _____

6. TIME OF EVENT: _____ TO: _____

(Please be sure to include all set-up, clean-up and "additional free" time in your event time)

7. TYPE OF EVENT (please be specific): _____

8. ANTICIPATED NUMBER OF GUESTS: _____

9. Rental Fee and Security Deposit is due **30 DAYS PRIOR** to your event.

Total Due: _____ **Due By:** _____

By signing below, renter agrees to all rules and regulations and is responsible for condition of facility.

Renter

Date

Township Representative

Non-Refundable Deposit Paid **Check #**
Balance Rental Fee Paid **Check #**
Security Deposit Paid **Check #**
Hold Harmless Agreed **Date:**

*****OFFICE USE ONLY*****

TWO COPIES OF THE RULES & REGULATIONS ARE ATTACHED. **PLEASE BE SURE TO RETURN ONE SIGNED COPY TO THE OFFICE AND RETAIN ONE COPY FOR YOUR RECORDS.**

FOR OFFICE USE ONLY:

Rental Agreement signed by Renter

\$50 Non-Refundable Deposit Received

Hold Harmless Signed and Agreed by Renter

Remaining Rental Fee/ Security Deposit Paid

Rules and Regulations Signed by Renter

*****RETURN TO TOWNSHIP*****

HOLD HARMLESS AND INDEMNIFICATION AGREEMENT

(To be signed by individuals/organizations using municipal facilities)

BETWEEN THE TOWNSHIP OF MONTAGUE AND

Name of Individual responsible for (and Group, if applicable) renting the facility (hereinafter "I" or "Renter")

Address

Phone Number

Type of Organization (Individual, Partnership, Non-Profit Corporation, Corporation, Public Entity)

In consideration to the use of the Montague Community Center on the following date: _____ for the purpose of _____ ('Event') I agree to indemnify and hold the Township of Montague and its officers, agents, and employees harmless from any and all liability, claims, suits or other actions, costs, and attorney's fees arising out of the use of the property referred to above.

I sign this Hold-Harmless and Indemnification Agreement (hereinafter "this Agreement") as my voluntary act and by this act agree to hold the Township of Montague harmless and indemnify the Township of Montague in any and all ways from any claims, suits, or other actions whatsoever arising from, caused by, or which are the alleged result of any act or omission whatsoever of any guest, participant, visitor or other person attending the Event herein referred to.

I state that the Township of Montague shall be indemnified by the Renter and shall be shielded against any and all damages, losses and/or expenses of any nature arising from any claims, suits or other actions whatsoever for either injury or death of any person(s) or for damages or loss of property, attributed to my utilization of the premises under this Agreement in any manner whatsoever.

I also agree that I am further obligated to reimburse the Township of Montague for all attorney's fees, experts fees or such other defense related costs as may be incurred by the Township of Montague to defend against any litigation, claim, suit, demand for subrogation, or other action which may be issued or instituted against the Township of Montague or judgment which may be rendered pursuant to the Event covered by this Agreement.

By signing this Agreement, I voluntarily and affirmatively state that I understand all the requirements of this Agreement and that I freely sign this Agreement with the explicit understanding that I hold the Township of Montague harmless and will indemnify the Township of Montague under all circumstances pursuant to the Event covered by this Agreement.

This Agreement shall remain in full force and effect for any continued, additional or postponed date for the Event indicated.

Montague Township reserves the right to cancel or interrupt the Event if the representations set forth herein are not adhered to or if the Township determines that, a situation that might lead to personal injury, property damage or violation of law exists, or for any other reason.

Signed this _____ day of _____ 20____

Authorized Signature of Renter

Township Representative

*****RETURN TO TOWNSHIP*****

MONTAGUE COMMUNITY CENTER RULES AND REGULATIONS

CAPACITY: **100 Persons**

Your event time starts when you first enter the building and runs continually until you depart. Please do not enter before or stay in excess of your allotted rental time. **Events must end by 11:00 PM Building must be closed by Midnight.**

A \$300 security deposit check is mandatory and must be paid 30-days prior to your rental date. (Events held by Township-based nonprofit organizations, youth groups, and the Montague Township Seniors group are exempted from the security deposit requirement). Your security deposit will be returned the week following your rental, providing there is no violation of these rules and regulations.

The rental payment will be due on or before 30 DAYS prior to your event! If payment is not received at least 15 days prior to the event, the Township reserves the right to cancel the event and a \$50 Cancellation Fee will be charged. In the event of a late payment, the Township will be unable to accept personal checks. ONLY Cash, Money Order, or Certified Check will be accepted.

If the Community Center Facility is left in an unacceptable state, the Township will charge a cleaning fee of \$75/hour up to \$300. Any damages incurred will be charged accordingly. The Community Center must be left in the same condition in which it was rented. Your security deposit amount returned to you depends on the "day after" condition. There are no exceptions.

The key to the Community Center can be obtained from the Community Center Caretaker

- Mark Lewandowski – 973-222-7276

Any use of open flames is **NOT** permitted on township property including candles, hot plates, and sternos

Smoking is strictly prohibited inside of the facility and on the grounds.

The Township is not responsible for loss or theft of personal items from the building or vehicles.

Alcoholic beverages are **NOT** permitted inside of the facility, outside the building, or anywhere on the grounds.

Decorations are acceptable but **no tacks, nails, staples, glitter, or confetti. PAINT SAFE TAPE ONLY** All decorations and tape must be removed at the time of departure.

Renter must remove all equipment/supplies from building immediately following event and return the key to the drop off box located behind the municipal building (black drop off box to the left of the rear door)

Renter must clean all countertops and tables. Chairs must be turned over on top of tables. Room should be left as they were found.

Any accidents or emergencies should be reported to the NJ State Police (973)-383-1515

All trash must be placed in receptacles. All recyclables consisting of glass, plastic and cans must be placed in cans marked for Recycling. It is the renters responsibility to take all garbage and recycling from facility.

All lights must be turned off, and all the doors and windows must be secured upon departure. Thermostats must be returned to their original temperature setting.

***Any violation of these rules and regulations or damage to the facility will result in forfeiture of security deposit.**

ALL FACILITIES ARE TO BE USED AT THE RISK OF THE RENTER

Signature

Date

*****TOWNSHIP COPY*****

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Signature

Date

*****RENTER'S COPY*****

VOUCHER
Montague Township
277 Clove Road
Montague, NJ 07827
Phone 973-293-7300

Note: Regular meetings are held on the 2nd and 4th Tuesday of each month.
 Bills are paid at the 1st meeting.

Vendor

VENDOR: OUR FEDERAL TAX EXEMPTION NO. IS 22-6015109

Date	Description of Services/Material/Supplies	Amount
	Refund of Security Deposit being held in Escrow	
	for Event Rental of the Montague Township	
	Community Center	\$300.00
	Rental Date:	
	Individual/Organization:	
	TOTAL	\$300.00

Claimant's Certification & Declaration

I do solemnly declare and certify under the penalties of law that the within bill is correct in all its particulars; that the articles have been furnished or services rendered as stated therein; that no bonus has been given or received by any person or persons with the knowledge of this claimant in connection with the above claim; that the amount therein stated is justly due and owing; and that the amount charged is a reasonable one.

Signature

Official Position - Date

Officer's or Employee's Certification

Having knowledge of the facts in the course of regular procedures, I certify that the Materials and supplies have been received or the services rendered; said certification is based on delivery slips acknowledged by a municipal official or employee or other reasonable procedures.

Signature

Official Position - Date

Approved by: Township Finance Dept.