

Township of Livingston  
Department of Recreation  
204 Hillside Avenue  
Livingston, NJ 07039-3646  
973-535-7925 Phone  
973-535-2949 Fax

## PRIVATE RENTAL REQUEST

Today's Date: \_\_\_\_\_

### CONTACT INFORMATION:

Contact Name: \_\_\_\_\_

Phone: Home: \_\_\_\_\_

Street Address: \_\_\_\_\_

Phone: Work: \_\_\_\_\_

City & Zip Code: \_\_\_\_\_

Phone: Cell: \_\_\_\_\_

Email: \_\_\_\_\_

FAX: \_\_\_\_\_

Organization: (if applicable) \_\_\_\_\_

### RENTAL REQUEST INFORMATION:

Type of Event: \_\_\_\_\_

Day of the Week: \_\_\_\_\_ Date: (Mth/Date/Year) \_\_\_\_\_

Start Time: \_\_\_\_\_ AM PM (includes set-up time by renter)

End Time: \_\_\_\_\_ AM PM (includes clean-up time by renter)

Expected Attendance: \_\_\_\_\_

Ages of Primary Participants: (please circle) 18 years and younger 19 years and up Mixed (Family Event)

\_\_\_\_ Yes \_\_\_\_ No **Kitchen Access**

\_\_\_\_ Yes \_\_\_\_ No **Podium w/microphone**

\_\_\_\_ Yes \_\_\_\_ No **Sound System w/hand-held microphone & CD player**

### For Office Use Only:

Approved: \_\_\_\_\_ Not Approved: \_\_\_\_\_ Rooms Reserved: \_\_\_\_\_

Deposit: \$200.00 Date Received: \_\_\_\_\_ Rec'd by: \_\_\_\_\_

Rental Fee: \$ \_\_\_\_\_ Date Received: \_\_\_\_\_ Rec'd by: \_\_\_\_\_

## **RENTAL REGULATIONS & RESPONSIBILITIES**

1. Application for use of the facility must be made by a Livingston resident 21 years of age or older. Proof of residency must be presented at the time of application. The applying resident must be in attendance at all pre-event meetings and at the event.
2. *The Township of Livingston requires proof of insurance coverage for \$1,000,000 per occurrence with a "Certificate of Insurance" naming the Township of Livingston as additional insured.*
3. The Senior/Community Center rooms are available for rental dates between January and December, 2014. Reservations must be made at least three (3) weeks in advance of the event date. Reservations for private rentals are available on Friday nights, Saturdays and Sundays only, with the exclusion of holiday weekends.
4. A completed application and accompanying \$200.00 security deposit are required to hold or reserve rooms.
5. The Township of Livingston will not allow the use of its facilities to individuals/groups that charge an admission for attendance to an event or sell an item or product on the premises for profit or for any programs similar to Township programs or services
6. Alcohol, smoking and illegal substances are not permitted in any facility.
7. Rooms must be reserved for a minimum of two hours. Rental time includes set-up and take down of all decorations and/or food and entertainment.
8. Rental groups may use only those rooms and/or equipment specifically designated on the rental agreement. Agreements are non-transferable.
9. The Township of Livingston shall furnish general room set-up (tables and chairs) and janitorial services incidental to ordinary building usage. The renter shall be responsible for decorating and other special preparations necessary for the event (as approved).
10. All groups must vacate the facility by the established event ending times. Standard ending times are: 10:00PM Friday and Saturday and 5:00PM on Sunday. Hours outside of these times require additional approval. Failure to vacate the facility at the conclusion of the event will result in an additional charge of \$25.00 for every 15 minutes after your contract time.
11. Groups composed of youth ages eighteen (18) and younger must be supervised at an adult (21+) to youth ratio of 1 to 10 at all times. **Security is required for all teen parties at the cost of the renter regardless of adult to youth ratio.**
12. Renter agrees to take full responsibility for his/her actions and the actions of his/her guests and agrees to abide by all Township of Livingston Rules, Regulations and Ordinances. Renter is responsible for any damages by renter or guests. Restitution for any damages incurred during use will be the responsibility of the renter.
13. Children are not permitted to use hallways, coat room or other unauthorized areas for playing or eating. Failure to monitor all minors may result in immediate cancellation of rental.
14. Animals, except service animals, are not permitted in the facility unless part of a pre-approved program.
15. Games of chance may not be operated in any facility except with appropriate permits.

16. The Township does not provide any materials for rentals including but not limited to: table covers, coffee urns, paper products, table service, serving pieces or storage containers.
17. Decorations are not to be nailed, stapled or taped to the walls, ceilings, molding, windows or doors. Cork strips are placed throughout the multipurpose rooms for decoration placement. The use of confetti in any form (paper, bird seed, rice, metallic cut-outs, etc.) is prohibited. \$50.00 of your deposit will be forfeited. Only tables and chairs within the rented areas and outside service provider equipment may be relocated or rearranged. Equipment located in other areas of the facility is not to be moved or used without prior consent.
18. All tables must be cleared and trash placed in provided receptacles.
19. The sinks in the kitchen do not have garbage disposals. All leftover food products must be thrown in the trash receptacles and removed to the outside dumpsters.
20. All aisles leading to exit doors must remain clear and unobstructed so that doors can be readily opened. Use of any smoke/fog producing machines or pyrotechnic devices is prohibited.
21. All outside service providers (caterers, d.j.'s, bands, performers, florists, etc.) are also required to sign the outside service provider sheet, provide proof of insurance and abide by all the policies.
22. It is the responsibility of the renter to inform the Township of all equipment, caterers, or other special needs or uses prior to the event (i.e. grills, deliveries, use of the stage, room set-up, etc.). Such requests must be made no later than twenty-one (21) days prior to the event in order to allow time for consideration and approval.
23. The Township assumes no responsibility for damage to or loss of any property of the renter or others brought into any facility prior to, during or after the assigned use.
24. No renters may leave supplies or other items in the facility without prior written approval.
25. Programs, literature, or any publicity of the renter promoting its use of any facility shall not identify the Township as a sponsor. Fliers or other promotional materials may not be posted in any facility without prior approval. Please take all materials to the Recreation Office on the Upper Level for approval and placement.
26. Renter must bring a copy of the Rental Agreement and be present during the entire event including set-up and take-down.
27. Township staff shall have the right to enter all rooms, at any time, during scheduled events.
28. The Township staff member on duty during a function will have full authority. Should the group resist or defy the staff's authority, the staff member may immediately cancel the group's facility reservation and summon the Livingston Police Department to assist in vacating the area.
29. Some cancelled reservations are subject to cancellation fees. Please refer to the "Refund Policy" in this packet.
30. The misuse of the facility will be sufficient reason for terminating the agreement with no refund.
31. The Township makes no warranties to the renter as to the fitness of the facility for a particular purpose and the renter has contracted use of the facility after having the opportunity to examine the same and assumes full knowledge of the same. The renter and staff member on duty may conduct a pre- and post-event inspection of the facility.

- 32. All rentals are subject to a review and approval process that may take up to five (5) working days. The Township of Livingston reserves the right to reject any and all requests.
- 33. The Township reserves the right to cancel this contract for any just cause at any time without prior notice.

Renter's Signature: \_\_\_\_\_

Staff Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## **FEE INFORMATION**

### **Security Deposit**

- A \$200.00 refundable security deposit is required for all room reservations. Payment must be made by cash, money order or check payable to the “Township of Livingston” at the time of application.
- This deposit shall secure the promise of the renter to leave the facility in good condition as required by the Rental Rules and for performance of other terms and conditions of this agreement. In the event that damage to the facility or its equipment should exceed the deposit, the deposit will be retained and the Township, if necessary, will assess additional charges. Any additional charges will total the cost of the repair or the replacement of the damaged items. The client will be notified of any violations or damages by telephone or mail. Payment of additional charges is due within ten (10) days of notification.
- The net balance of the security deposit will be returned within ninety (90) working days after the event date and may not be used by the renter as payment of the event charge.

### **Hourly Rental Fees**

<b>AMENITY</b>	<b>HOURLY RATE</b>
Craft Room 1 or 2	\$25.00
Multi-purpose Area 1, 2 or 3	\$50.00
Multi-purpose Areas 1 & 2 or 2 & 3	\$100.00
Multi-purpose Areas 1 – 3	\$150.00
Patio Area	\$100.00
Kitchen Use	\$10.00
Podium or Sound System	\$25.00 (one time fee)

- Payment due dates:
  1. Events booked more than two (2) months in advance – payment due 60 days before the event in the form of cash, personal or certified check or money order.
  2. Events booked within two (2) months of the date – payment due immediately upon approval in the form of cash, certified check or money order.
  3. Failure of the renter to make this payment when due constitutes a breach of the rental agreement.

**PLEASE NOTE:** All rentals are for minimum of two (2) hours and will include an additional 15% Administrative Fee based on the total cost of the rental, NOT including the Security Deposit.

## Security Policy

- Depending on the activity and size of the group, the Township will determine the need for, and may supply, additional security staff at the cost of \$45.00 per hour to the renter with a minimum of 3 hours.
- Groups composed of youth ages eighteen (18) and younger must be supervised at an adult (21+) to youth ratio of 1 to 10 at all times. **Security is required for all teen parties at the cost of the renter regardless of adult to youth ratio.**
- Security presence on site will begin at least ½ hour prior to anticipated participant arrival and remain until all participants have exited the parking area following the rental.
- Renters are not permitted to hire outside security staffing or resources.

## Refund Policy

- A \$25.00 processing fee will be assessed on all refunds regardless of date of cancellation.
- Any renter whose cancellation is made more than eight (8) weeks prior to the event will receive a full refund less processing fee.
- For cancellations made less than eight (8) weeks prior to the event date, a cancellation fee plus processing fee will be assessed. The renter will also be responsible for, and assessed, any and all costs incurred by the Township of Livingston up to the point of cancellation. The fee schedule for a cancellation is as follows:

If event is cancelled:	Total Refund Received:
8 weeks prior to event.....	80% of the total amount
7 weeks prior to event.....	65% of the total amount
6 weeks prior to event.....	55% of the total amount
5 weeks prior to event.....	45% of the total amount
4 weeks prior to event.....	30% of the total amount
3 weeks prior to event.....	20% of the total amount
2 weeks prior to event.....	10% of the total amount
1 week prior to event.....	0% of the total amount

Renter's Signature: \_\_\_\_\_

Staff Signature: \_\_\_\_\_

Date: \_\_\_\_\_



**OUTSIDE SERVICE PROVIDER INFORMATION SHEET**

Name of service provider: \_\_\_\_\_

Contact person: \_\_\_\_\_

Address of service provider: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone number of service provider: \_\_\_\_\_  
(Office) (Other)

Description of service or item(s) provided: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Renter Contract Time  
Delivery & Pick-up Times**

Service Contract Time: \_\_\_\_\_ to \_\_\_\_\_  
Circle: AM PM AM PM

Delivery date: \_\_\_\_\_ Delivery time: \_\_\_\_\_  
Circle: AM PM

Pick-up date: \_\_\_\_\_ Pick-up time: \_\_\_\_\_  
Circle: AM PM

Date service provider received copy of pertinent Community Center policies: \_\_\_\_\_

**Please provide copy of insurance certificate.**



**OUTSIDE CATERER & SERVICE PROVIDER RULES & REGULATIONS**

1. The service provider must provide a copy of their insurance certificate with completed forms.
2. Caterers and other service providers cannot enter the Community Center until the time designated on the renter's agreement. The renter will be charged \$25.00 for every 15 minutes the caterer or service provider is in the building before or after the time allotted in the agreement. Other service providers include but are not limited to: balloon and/or flower arrangements, table decorations, d.j's and/or bands.
3. If the kitchen is used for food preparation all remaining food product must be in the appropriate trash receptacles and removed to the outside dumpsters at the end of the rental period. \$50.00 of the renters deposit for the rental space will be forfeited if any food is left in or around the kitchen area.
4. The sinks in the kitchen DO NOT have garbage disposals. All leftover food MUST be thrown in the trash receptacles and removed to the outside dumpsters.
5. Sinks, counters, ovens, microwaves, refrigerator, freezer and shelves must be cleared of all debris or left over product at the end of the rental period.
6. The use of confetti in any form (paper, bird seed, rice, metallic cut-outs, etc.) is prohibited.
7. Large rental items (grills, fountains, sound systems, etc.) may be dropped off no earlier than 24 hours prior to the rental time during regular business hours and only with the written consent of the Community Center. All items must be picked up within 24 hours after the event has concluded. The Township is not responsible for any property left at the facility.
8. The renter is the contact person for the event, not Livingston Recreation and Parks.

**Livingston Recreation is not responsible for any policy violations by the outside vendor or renter. I understand the above policies, and I am aware that if any of these policies are violated the renter will be charged accordingly.**

Renter's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Outside Vendor Signature: \_\_\_\_\_

Date: \_\_\_\_\_