



RENTAL AGREEMENT - PUBLIC USE

Senior Community Center of Riverdale
57 Loy Avenue, Riverdale, New Jersey 07457
973-706-6471

The Glenburn Estate
211 Paterson Hamburg Turnpike, Riverdale, New Jersey 07457
973-706-6471

Facility Requested: Senior Community Center _____ Glenburn Estate _____

Date of Event: _____ **Time of Event:** _____ **Fee:** \$ _____ **Deposit** **\$500.00**

Type of Event _____ **Number of People** _____

Business or Non-Profit _____ **Phone** _____

Address _____ **Email** _____

Responsible Person _____ **Relationship to the Applicant** _____
Must be a Riverdale Resident

Home Address _____ **Contact Phone Number** _____

Alcoholic Beverages to be Served _____ **Food to be Catered** _____ **Live Music** _____ **DJ** _____

Number of People _____ **Number of Chairs** _____ **Number of Tables 60" Round** _____ **8' Rectangular** _____

Insurance Company _____ **Policy Number** _____

Riverdale Board of Education and/or Borough of Riverdale Named as Additional Insured? _____
Both Names Required for Community Center Rental *\$1,000,000 minimum coverage*

FACILITIES USE AGREEMENT: The undersigned applicant agrees to abide by all rules and regulations of the Borough of Riverdale regarding use of The Glenburn Estate or The Riverdale Senior Community Center; to hold harmless and to indemnify the Borough of Riverdale from any and all claims, losses, damages, actions, causes of action and liabilities of any kind or nature whatsoever which are directly or indirectly related to the use of the facilities described herein by the undersigned and any guests, friends or invitees which result in injury or loss of property to any person using the facilities herein described. I or my organization/group will be responsible for the repair or replacement of any damages to the facility. I or my organization/group agrees to comply with the conditions set forth in The Glenburn Estate/Senior Community Center Use Policy, a copy of which is on the reverse of this Contract. The undersigned is at least eighteen years of age, or at least twenty-one years of age if serving alcohol, and agrees not to serve, or allow to be served, any alcoholic beverages to underage persons. The Responsible Person signing this Contract must be on site at all times during this contracted event.

Print Name of Responsible Person Signature Date

Received by Borough Clerk Date Approved by Director, Community Center Date

Certificate of Insurance Attached _____ Forward by fax 973-835-0783 _____ Email JCarelli@riverdaleborough.com _____

<u>Civic and Non-Profit Organizations</u>		<u>Commercial & Business Organizations</u>	
Meetings	\$55.00 up to 100 attendees \$75.00 more than 100 attendees	Meetings	\$120.00
Events	\$75.00 - \$100.00 no food served \$100.00 - \$150.00 when food is served	Events	\$150.00 up to 100 attendees \$200.00 more than 100 attendees

There will be an additional \$20.00 added to each of the above fees to be placed in the Defibrillator Fund.

Terms of the Contract for the Use of the Riverdale Senior Community Center and The Glenburn Estate of Riverdale.

- The Responsible Person signing this contract must be a Riverdale Resident.
- No cooking permitted in the Community Center and the Glenburn Barn.
- Serving alcoholic beverages is permitted. No alcohol to be taken offsite, out of the Community Center, or into Appelt Park.
- Smoking is prohibited on the entire site, which includes the building, grounds and parking lot.
- Garbage must be placed in plastic garbage bags, tied and left in the barn.
- Bathrooms are to be left clean.
- Facilities must be left in a clean condition. No food may be left behind.
- Recycling (glass and plastic) must be placed in a separate container as provided.
- When leaving the premises, keep in mind that this is a residential neighborhood and consideration must be afforded the residents. No blowing of horns, shouting or other loud noises are permitted in the parking lot.
- No Parking allowed at any municipal facility between the hours of 11:00 PM and 6:00 AM. Vehicles left at the facility's parking lot overnight will be issued a summons.
- All users are required to place a deposit of \$500 to cover any damage or excessive wear on the buildings, which will be refunded upon a satisfactory inspection of the facility.
- The individual signing this Contract must be present at the Facility at all times during the contracted event.
- It is also understood by the applicant that any damages exceeding the deposit amount will be the responsibility of the applicant.
- Charging for admission for any event held at the Facilities is strictly prohibited unless first approved by the Riverdale Mayor and Council.

The Riverdale Senior Community Center

- Kitchen is for the storing and serving of food only.
- Contents of kitchen cabinets are not to be used by applicants. The cabinets are locked and not to be opened!
- **Smoking is prohibited on the entire site, including the building, grounds and parking lot. This facility is on school grounds, where smoking is strictly prohibited by state law. Violation of this provision will result in the loss of the entire security deposit!**
- No tape, thumbtacks or any other similar hardware may be used on the walls, window treatments or doors.
- Garbage must be placed in plastic garbage bags and tied.
- No music or noise is to be heard outside of the building.
No congregating in the parking lot.
- The Center must be vacated no later than 11:00 PM.
- Audio-visual equipment not available for use by the applicant.
- A numeric 4 digit code will be assigned to you for the day of rental to access the building.
- Business users must provide a Certificate of Insurance naming the Borough of Riverdale and the Riverdale Board of Education as Additional Insured.

The Glenburn Estate

- No one is permitted to enter any building, other than the barn and the pavilion. The house, country store and shed are not part of this agreement, and are not to be accessed or used in any way.
- Garbage must be placed in plastic bags, tied and left in the barn.
- No one is permitted to enter any building, other than the barn and pavilion. The house, country store and shed are not part of this rental agreement, and are not to be accessed or used in any way.
- The premises must be vacated no later than 10:00 PM.
- A key to the barn must be picked up by the applicant through prior arrangements with the Director of the Riverdale Community Center.
- Picnic tables must be folded and stored in the barn.
- The charcoal grills must be cleaned and the ashes deposited in the metal can provided by the borough.
- Business users must provide a Certificate of Insurance naming the Borough of Riverdale as Additional Insured.

Failure to abide by these Rules and Regulations, which are made a part of the signed Contract, may cause you to forfeit your Security Deposit and the future use of this facility.

*Approved by the Riverdale Mayor and Council
February 7, 2011*