
Borough of Midland Park

280 Godwin Avenue • Midland Park New Jersey 07432

Tel: 201-445-5720 Fax 201-652-6348

SOCIAL HALL RENTAL APPLICATION

NAME _____ ORGANIZATION NAME _____

CONTACT NAME _____ ADDRESS _____

PHONE _____ DATE OF RENTAL _____

PURPOSE OF RENTAL _____ HOURS FROM _____ TO _____

(NO LATER THAN 12:00 MIDNIGHT, including clean-up).

NUMBER ATTENDING _____ NOT TO EXCEED 150 OCCUPANTS

THE FOLLOWING FEES MADE PAYABLE TO "THE BOROUGH OF MIDLAND PARK"

RESIDENT/ NON PROFIT	HALL RENTAL	\$150.00 (Separate Check)
	MONITOR/ SECURITY DEPOSIT	\$100.00/\$200.00 (Security Dep. Refundable)
	VENDOR SECURITY (Tables/Chairs/DJ/Band/Game Rentals)	\$200.00 (Refundable)
NON-RESIDENT	HALL RENTAL	\$400.00 (Separate Check)
	MONITOR/ SECURITY DEPOSIT	\$100.00/\$200.00 (Security Dep. Refundable)
	VENDOR SECURITY (Tables/Chairs/DJ/Band/Game Rentals)	\$200.00 (Refundable)
EMPLOYEE/VOLUNTEER/ QUASI ORGANIZATIONS	HALL RENTAL	\$0.00
	MONITOR/ SECURITY DEP	\$100.00/\$200.00 (Security Dep. Refundable)
	VENDOR SECURITY (Tables/Chairs/DJ/Band/Game Rentals)	\$200.00 (Refundable)

**FAILURE TO COMPLETE AND RETURN THE RENTAL APPLICATION,
INSURANCE CERTIFICATE AND FEE TWO WEEKS PRIOR TO EVENT DATE
WILL RESULT IN NO RESERVATION.**

**FAILURE TO COMPLY WITH RENTAL REGULATIONS WILL RESULT IN A LOSS
OF SECURITY/CLEANUP FEE**

INFORMATION FOR RENTERS OF SOCIAL HALL

THINGS THAT ARE INCLUDED IN RENTAL OF HALL

KITCHEN

1. STOVETOP AND OVEN
2. STOVETOP GRILL
3. MICROWAVE
4. REFRIGERATOR/FREEZER
5. 2 COFFEE URNS 1 WATER URN FOR TEA

SUPPLIES THAT RENTER MUST PROVIDE

1. PAPER TOWELS
2. TABLECLOTHS
3. CLEANING SPRAY FOR KITCHEN COUNTERS
4. SINK CLEANING SUPPLIES
5. SARAN WRAP/FOIL
6. PLASTIC CONTAINERS
7. PLASTIC UTENSILS
8. PLATES/NAPKINS
9. SERVING BOWLS/UTENSILS
10. BAGS OF ICE
11. POT HOLDERS
12. DISH TOWELS
13. GARBAGE BAGS
14. ANY OTHER KITCHEN ITEMS YOU MAY NEED

**MUNICIPAL SOCIAL HALL
RENTAL RULES AND REGULATIONS**

NO COMMERCIAL USE

A. INSURANCE

1. Each party must provide the Borough of Midland Park a Certificate of Insurance with \$500,000.00 personal liability and the Borough of Midland Park listed as the additional insured which will cover the event hours scheduled.
2. Each party must sign a Hold Harmless Agreement provided by the Borough of Midland Park.

B. SECURITY/CLEAN UP DEPOSIT

1. Deposit will be refunded after the event, **PROVIDED NO PROPERTY DAMAGE HAS BEEN INCURRED** and the hall has been returned to its **original condition.**
2. If the Monitor determines the Hall and Bathrooms are not **“BROOM CLEAN”**, you will forfeit your \$100.00 clean up/security fee.

C. ACCOMODATIONS

1. 150 Occupants
2. Chairs & Tables (seat 8 – 10 people) 84” Round tablecloths
3. 6ft Buffet Tables (4)
4. Check Room or Coat Rack (No attendant provided)
5. Restrooms (Female/Male-both handicap accessible)
6. Parking, including two (2) handicap spaces.
(MUST OBEY parking signs - “FIREMEN ONLY” must be available for the Fire Department at all times **PARK IN WHITE LINED SPACES ONLY!**)
5. Kitchen (NO FREEZER)

D. SET UP HOURS

1. Friday rental set up is no earlier than 12:00 Noon, unless prior permission is given.
2. Saturday rental set up is no earlier than Friday after 3:00, only if there is no rental that day.

E. HOURS OF OCCUPANCY

1. All functions held at the premises shall not run for more that six (6) hours and must be completed no later than 12:00AM, including clean up. **IF FUNCTION EXCEEDS 6 HOURS, ADDITIONAL HOURLY RATE OF \$50.00 PER HOUR WILL BE DEDUCTED FROM THE SECURITY DEPOSIT.**

F. KITCHEN INFORMATION

1. Use of stove, refrigerator/freezer, sink, steel tables.

G. KEYS

1. Keys **MUST** be returned to the Borough Offices, where they were picked up, the following business morning.
2. Keys **cannot** be picked up prior to the day of the scheduled Event, unless it is a weekend event. Weekend event keys **must** be picked up on Friday by 2:30 P.M.

H. CLEAN UP DUTIES

1. Recycling **MUST** be separated. There are recycling cans outside of the kitchen door in the rear of the building for your use during the event. Please empty these recycling cans in the dumpsters located in the rear of parking lot. (aluminum, steel cans, glass, plastic bottles, etc. can be commingled.)
2. Make sure all tables and chairs are put away. **Do not drag the chairs. Chairs should be stacked no more than 10 high on rolling storage carts and put back against the wall.**
3. All garbage bags are placed in the dumpster in the rear of the parking lot.
4. **Follow all instructions on the Renter/Monitor check list.**
5. **If you are having an afternoon event, and the Hall is rented for an evening event, YOU MUST make sure that the Hall is in "BROOM CLEAN" condition - as clean as when you occupied it.**

REGULATIONS

1. Hall, kitchen and restrooms must be returned to **broom** clean condition.
2. **All garbage MUST be put in bags (garbage bags are not supplied, only garbage cans) and put in the dumpster at the end of the parking lot. DO NOT leave outside of kitchen door.**
3. Chairs must be stacked and put along the wall. Round tables must be returned to their closet. **You must use chair carts to move chairs. DO NOT drag them along floor.**
4. Obvious garbage on the floor must be swept up; all spills must be mopped up. Mop and broom are in closet by Men's Room.
5. Do not hang, tape, or tack anything to light fixtures. **DO NOT USE ANY FORM OF NAILS IN THE BUILDING – ONLY PUSH PINS - NO EXCEPTIONS.**
6. Do not put ice in refrigerator.
7. If you have a problem or a question, ask the Monitor on duty.

**IF YOU DO NOT CLEAN UP, YOUR DEPOSIT
WILL NOT BE REFUNDED**

SOCIAL HALL RENTAL INSURANCE

The Borough of Midland Park and its insurers require the following insurance for hall rental.

Defined Quasi Municipal Entities:

All defined (approved) Quasi Municipal Entities are covered by the Borough of Midland Park. These Entities do not need any additional certificates of insurance coverage. They are protected to the same limits as the Borough of Midland Park.

Individuals:

APPLICANT MUST DECLARE IF ALCOHOL WILL BE SERVED AT THE RENTAL FUNCTION. ALCOHOLIC BEVERAGES CONSUMED ON PREMISE IS A PERMITTED USE INSIDE THE MUNICIPAL SOCIAL HALL.

----- I (will) (will not) be serving alcohol at this rental.

----- I will serve alcohol to my guests at no charge to my guest.

----- Party attendees will be charged for alcohol beverages.

All individuals must provide a certificate of insurance naming the Borough of Midland Park as additional named insured for an amount of at least \$500,000.

Homeowners/ renters should be able to secure the above certificate from their insurance agent at no additional cost. Most homeowner/ renter policies have at least \$500,000 of liability insurance already.

Private insurance companies offer one day insurance coverage. Such coverage will undoubtedly be priced at the market rate.

The Social Hall will not be rented without this coverage.

Groups, Organizations or For Profit entities:

Groups, Organizations, Non-Profit other than Quasi or For Profit Entities must secure a certificate of insurance naming the Borough of Midland Park as additional named insured for an amount of at least \$500,000.

An applicant in this category would have some sort of organizational liability insurance. An organization without liability insurance may not rent any Borough property.

Hold harmless Agreement.

In addition to the above certificate of insurance, Groups and/or "For Profit" Entities must complete and sign a Hold Harmless Agreement (see attached form). The Borough of Midland Park is not nor will it endorse, condone or otherwise acknowledge a groups' activity as being permissible or legal. The Hold Harmless form acknowledges this condition and accepts full responsibility.

HOLD HARMLESS AGREEMENT
(to be signed by renter when using municipal facilities)

BETWEEN THE MUNICIPALITY OF MIDLAND PARK AND:

Name of Organization/Individual:

Address of the Organization:
(Not Post Office Box)

Telephone Number: _____ Type of the Organization _____

In consideration of the use of the Social Hall on the following dates _____

for the purpose of _____, the undersigned agrees to

indemnify and hold the Municipality of Midland Park and its officers, agents and employees harmless from any liability, claims, costs and attorney's fees arising out of the use of the property referred to above.

I understand that this Hold Harmless Agreement also requires that the municipality of Midland Park is indemnified from any losses or damages resulting from the acts or omissions from any guest, participant, visitor or other person attending the event herein referred to. Unless waived in writing by municipality, I agree to furnish a Certificate of Insurance specifically naming the municipality of Midland Park as additional insured providing general liability coverage including, bodily injury and property damage with minimum limits of liability not less than \$ 500,000. In order to induce the municipality of Midland Park to accept this Hold harmless Agreement, the following information concerning the intended use of the premises is furnished:

- a. Alcoholic Beverages (will) or (will not) be served.
- b. Total number of person anticipated is _____
- c. Live entertainment (will) or (will not) be provided.
- d. Vendor Rentals (tables, chairs, DJ, band, games, photo booths) _____
- e. Other _____

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

The municipality reserves the right to cancel or interrupt the event if the representations set forth herein are not adhered to or if the municipality determines that a situation that might lead to personal injury, property damage or violation of law exists.

Signed this _____ day of _____ 20____ as the binding

act in deed of _____.

Name of Renter

Authorized Signature

WITNESS

Print authorized Name and Title



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

PRODUCER (212) 488-0200	THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.	
INSURED	INSURERS AFFORDING COVERAGE	NAIC #
	INSURER A:	
	INSURER B:	
	INSURER C:	
	INSURER D:	
	INSURER E:	

COVERAGES

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR ADD'L LTR	INSRD	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YYYY)	POLICY EXPIRATION DATE (MM/DD/YYYY)	LIMITS
		GENERAL LIABILITY <input type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC				EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COM/POP AGG \$
		AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS				COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
		GARAGE LIABILITY <input type="checkbox"/> ANY AUTO				AUTO ONLY - EA ACCIDENT \$ OTHER THAN AUTO ONLY: EA ACC \$ AGG \$
		EXCESS / UMBRELLA LIABILITY <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE DEDUCTIBLE RETENTION \$				EACH OCCURRENCE \$ AGGREGATE \$ \$ \$ \$
		WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y/N If yes, describe under SPECIAL PROVISIONS below				WC STATU-TORY LIMITS <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
		OTHER				

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS

Borough of Midland Park is listed as additional insured

Rental Of Social Hall

Date of Rental:

Time of Rental:

CERTIFICATE HOLDER

Borough of Midland Park
280 Godwin Ave
Midland Park, NJ 07432-

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES.

AUTHORIZED REPRESENTATIVE

PRIOR TO THE START OF THE EVENT YOU MUST MEET WITH THE MONITOR TO INTRODUCE YOURSELF AND DISCUSS THE WALK-THROUGH PROCEDURE WHICH IS TO TAKE PLACE AT THE CONCLUSION OF THE EVENT.

CHECK LIST FOR SOCIAL HALL RENTER

BEFORE LEAVING THE BUILDING, A WALK-THROUGH WITH THE MONITOR MUST BE ACCOMPLISHED. THE FOLLOWING IS A LIST OF ITEMS THAT MUST BE ADDRESSED:

RENTAL HALL-THE RENTER MUST MAKE SURE:

- 1. THE ROUND TABLES ARE FOLDED AND PLACED INTO THE CLOSET.**
- 2. CHAIRS ARE MOVED BY CHAIR CART AND STACKED AGAINST THE INNER LONG WALL. (CHAIRS ARE NOT TO BE DRAGGED ACROSS THE FLOOR.)**
- 3. SPILLS ON THE FLOOR ARE CLEANED WITH A WET MOP(SPEAK TO MONITOR)**
- 4. MAKE SURE FLOOR IS FREE OF DEBRIS**
- 5. ALL DECORATIONS ARE TO BE REMOVED**
- 6. ALL GARBAGE MUST BE REMOVED AND PLACED IN THE OUTSIDE DUMPSTER.**
- 7. PLEASE RETURN KEY TO SOCIAL HALL TO MONITOR.**

KITCHEN-THE RENTER MUST MAKE SURE:

- 1. MAKE SURE ALL COUNTERTOPS AND STOVE ARE CLEAN, AND THE FLOOR IS CLEAN FROM ANY SPILLS.**
- 2. REMOVE ALL FOOD FROM REFRIGERATOR/FREEZER AFTER EVENT.**
- 3. MAKE SURE NOTHING IS LEFT IN THE SINK AND THE SINK TRAP IS CLEAN.**
- 4. MAKE SURE ALL GARBAGE IS REMOVED AND PLACED IN DUMPSTER OUTSIDE.**

BATHROOM-THE RENTER MUST MAKE SURE:

- 1. CHECK TOILET PAPER ROLL TO MAKE SURE THERE IS PAPER.**
- 2. MAKE SURE ALL TOILETS ARE FLUSHED AND IN CLEAN WORKING ORDER**
- 3. FILL THE PAPER TOWEL HOLDER.**
- 4. CLEAN OUT WASTE BASKET.**
- 5. CLEAN ANY SPILLS ON FLOOR OR COUNTER.**
- 6. REMOVE ANY DEBRIS FROM FLOOR OR COUNTER.**

IT IS REQUESTED BY THE BOROUGH, THAT IF YOU ARE SERVING REFRESHMENTS/MEAL, PLEASE CONSIDER THE MONITOR. THANK YOU!

FORFEITING SECURITY DEPOSIT

I have read and agree to all the rules and regulations for the Social Hall Rental, failure to comply will result in a loss of security deposit.

X _____

(Renter Signature)

