



Philippine Community of Southern New Jersey, Inc.

205 S. White Horse Pike

Stratford, NJ 08084

RENTAL AGREEMENT

Renter's Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone (Day) _____ (Night) _____

Date of Affair: _____ Type of Affair: () Party () Meeting or Practice

Day of Week: _____ Other: _____

Starting Time: _____ Ending Time: _____

Total Number of Expected Attendees: _____ Must not Exceed _____

Will the kitchen be used to prepare or warm food: () Yes () No

Will a caterer be used during the event: () Yes () No

If yes, Caterer's name: _____ Telephone # _____

Basic Rates

Main Hall and Kitchen (PCSNJ, Inc. Member) \$350.00

Main Hall and Kitchen (non-Member) \$400.00

Conference Room Only \$70.00/first hour. \$25.00 each additional hour

Meetings and Practices

\$100.00/3 hours. \$50.00 each additional hour

Note: Payment must be made thirty (30) days in advance of the scheduled event by cash, check or money order based on the following details. This is in addition to the Security Deposit as required.

All Rental Fees & Security Deposits Payable To: PCSNJ, Inc.

Rental Times: Contract rental times are for **five (5) hour periods**, but must end by midnight due to the residential areas surrounding the facility and Borough ordinances pertaining to the peace and welfare of neighborhood residents. DJ's are permitted. Excessively loud speakers or boom boxes are not permitted.

Overtime: Overtime will be billed at an additional \$100.00 per hour, payable in cash at the end of the contact time as stated above.

Security Deposit: A security deposit will be due at the signing of the agreement to hold your reservation.

For private events or parties that are **NOT** for purposes of PCSNJ, Inc.:
Security Deposit is **\$200**.

For meetings, practices (dance, choir, etc.), that would require either the PC Hall or the Conference Room, **AND** that are **NOT** for purposes of PCSNJ, Inc.:
Security Deposit is **\$100**.

The security deposit is a separate charge from the basic rental fee. Security deposits are returned within five (5) business days if the rental is paid in cash or within thirty (30) business days if rental is paid by check, after the event.

This Rental is Subject to the Following Terms and Conditions

1. The **renter** agrees to begin and end the affair as noted above. If the scheduled event exceeds five (5) hours, the **renter** also agrees to pay the above overtime rate of \$100.00 per hour. A setup time will be provided free of charge, supervised by a PCSNJ, Inc. representative, only if available.
2. The **renter** agrees that the facility is to be left in the same condition it was prior to the setup time. All garbage containers and recyclable cans are to be used and all garbage placed in the appropriate receptacles. Failure to do so will result in the forfeiture of the security deposit.
3. The **renter** understands that the facility is not a fully handicapped accessible building. The **renter** agrees to hold to indemnify and hold the PCSNJ, Inc. harmless against any guest of the **renter** who is unable to access the facility because of this condition and acknowledges that this building is a private not public facility and does not come under ADA rules and regulations.
4. The **renter** agrees that a PCSNJ, Inc. representative may be present at any time during the hours of the affair.
5. The **renter** is permitted to set up a "ticket box" of "check-in reception desk" at a location near the entrance of the facility.
6. The **renter** accepts the responsibility for the behavior and safety of his/her guests. If it is determined that the affair is out of order by the designated PCSNJ, Inc. representative, said representative of the PCSNJ, Inc. has sole discretion to terminate the affair immediately with **no refund** to the **renter**.
7. For **EACH** event, the renter must purchase a **Certificate of Liability Insurance** naming PCSNJ, Inc. and its successors and/or assigns as an additional insured. The Certificate of Liability Insurance coverage must be equal to the amount of \$1 million dollars.
8. Renter may purchase a Certificate of Liability Insurance through any insurance carrier but must ensure that the following Liability coverage items are included:
 - a. Property damages
 - b. Personal injury
 - c. Host liquor liability

9. This certificate of insurance must be presented to PCSNJ, Inc. at least one (1) day prior to the start of the scheduled event.
10. The event shall be canceled IF the renter is unable to present a Certificate of Liability Insurance to PCSNJ, Inc. according to the terms of this Rental Agreement.
11. The renter also accepts the responsibility for the intoxication of his/her guests. The PCSNJ, Inc. will not be held responsible for any actions that occur because of alcohol service, drug usage or abuse. The PCSNJ, Inc. reserves the right to have any unruly guest(s) removed from the property.
12. The **PCSNJ, Inc.** agrees to provide reasonable time prior to the event for the **renter** to decorate the facility. The **renter** agrees to use only cellophane tape to secure decorations to the hall. NO GLUE, TACKS OR NAILS are permitted to be used. All decorations are to be removed and disposed as described in item #2.
13. The **renter** agrees to provide all consumable items (paper plates, napkins, plastic ware, table cloths, utensils, etc.). **PCSNJ, Inc.** agrees to ensure the paper toiletries, garbage containers and liners are provided for the affair.
14. The **renter** agrees to restrict his/her guests to the rental hall and lavatory facility. There will be no "wondering around" the facility.
15. The **renter** agrees to keep all existing flyers and paraphernalia on the facilities bulletin boards.
16. The **renter** agrees that the remainder of the facility may be used by other groups during the time of the rental. **PCSNJ, Inc.** agrees to make every attempt to schedule hall rentals as not to conflict with the **renter's** affair.
17. The **renter** agrees that no gambling events will be held within the facility.
18. The **renter** agrees that handicapped accessible lavatories are not provided on the premises.
19. The **renter** agrees to be responsible for the actions of an outside caterer. **PCSNJ, Inc.** agrees to cooperate with said outside caterer.
20. The **renter** understands that the hall and building is a smoke free facility and that **no smoking** is permitted inside the premises.
21. Parental supervision is required at all times for children under the age of 18 years and the renter agrees to be responsible for the safety and welfare of any minors on the premises under his or her supervision and agrees not to allow under aged children to around the facility, either inside or outside, in the parking lot, or around the building for their own safety as well as for the peace and welfare of the residents who reside in the neighborhood. The **renter** agrees to hold the PCSNJ, Inc. harmless for any injuries suffered by an adult or child under their supervision and/or control who violate this provision and ignore the rules of safety allowing children to run or wander unattended throughout, within or around the facility, hall or its grounds.
22. The **renter** agrees to pay the agreed upon security deposit during the signing of this agreement. The renter agrees to pay the full amount for the rental purchase thirty (30) days prior to the agreed upon date. **PCSNJ, Inc.** agrees to refund the security deposit by check within five (5) business days if paid in cash or thirty (30) business days if paid by check, following the date of the event, provided the terms and conditions of this agreement were met.
23. The **renter** and **PCSNJ, Inc.** agree that cancellation of the event may take place up to thirty (30) days prior to the agreement date of the event with a full refund of the security deposit to the renter. Forfeiture of the security deposit will result if the cancellation takes place within thirty (30) days of the agreed upon rental date.
24. The renter understands that a Closed-Circuit Television (CCTV) is used in the Philippine Community Center/Hall.

The renter agrees that s/he and guests will not manipulate the CCTV camera/s. If PCSNJ, Inc. verifies that its CCTV is damaged due to the renter's or guests' actions, the renter would be responsible for its repair or replacement, either through their personal accountability or through the Certificate Liability Insurance purchased.

I have read and understand **ALL** the terms of this Rental Agreement.

RENTER:

Name: _____

Signature: _____

Date _____

PCSNJ, INC. REPRESENTATIVE:

Name: _____

Signature: _____

Date: _____

