



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 alcohol be served/sold: () Yes () No

Note: As explained below, if alcohol will be served, you must provide the PCSNJ, Inc. with a one (1) day Social Host Certificate of Insurance naming the **Philippine Community of Southern New Jersey, Inc.**, its successors and/or assigns, as an additional insured.

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 is to be made thirty (30) days in advance of the scheduled event by cash, check or money order as follows:

(in addition to any security deposit as required below)

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 of \$200.00 will be due at signing of the agreement to hold your reservation. The security deposit is a separate charge from the basic rate and is used to secure a guarantee against any damages or excessive cleanup of both the inside and outside grounds of the building. The security deposit will be returned, less any fee for damages or excessive cleanup to the building, hall or grounds occurred during said event. 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, following the inspection of the premises by a PCSNJ, Inc. representative.

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 to pay for any damages caused by his/her guests. This is to include any amounts that exceed the security deposit.
5. The **renter** agrees that a PCSNJ, Inc. representative will be present at all times during the hours of the affair.
6. The **renter** is permitted to set up a "ticket box" of "check-in reception desk" at a location near the entrance of the facility.
7. 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**.
8. The **renter** agrees that if alcohol is to be served/sold, he/she is responsible to secure the appropriate liquor permit and certificate of insurance naming the **PCSNJ, Inc.** as an additional

insured. This certificate of insurance must be produced prior to the start of the scheduled event. 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 as a result of alcohol service or abuse. The **PCSNJ, Inc.** reserves the right to have any unruly guest(s) removed from the property.

9. The **renter** shall also provide the PCSNJ, Inc. with a Certificate of Liability insurance, the amount of \$1 million dollars, naming the **PCSNJ, Inc.** its successors and/or assigns as an additional insured. This certificate of insurance must also be provided prior to the start of the scheduled event.
10. 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.
11. 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.
12. The **renter** agrees to restrict his/her guests to the rental hall and lavatory facility. There will be no "wondering around" the facility.
13. The **renter** agrees to keep all existing flyers and paraphernalia on the facilities bulletin boards.
14. 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.
15. The **renter** agrees that no gambling events will be held within the facility.
16. The **renter** agrees that handicapped accessible lavatories are not provided on the premises.
17. The **renter** agrees to be responsible for the actions of an outside caterer. **PCSNJ, Inc.** agrees to cooperate with said outside caterer.
18. The **renter** understands that the hall and building is a smoke free facility and that **no smoking** is permitted inside the premises.
19. 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.
20. The **renter** agrees to pay the \$200.00 security deposit upon 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 less any damages 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.
21. 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.

Renter: _____

Date: _____

PCSNJ, Inc. Representative: _____

Date: _____