

Hall Rental Conditions of Agreement



Lebanon Township Volunteer Fire Department

• 532 WEST HILL ROAD • GLEN GARDNER, NEW JERSEY 08826 •

• PHONE: 908-638-4550 • FAX: 908-638-4008 •

• WWW.LTFDNJ.ORG •

Basic Terms and Conditions

1. Lessee shall be responsible for preservation of order; and for observance of all applicable rules and regulations of the Lessor and of all governmental agencies, including all provisions of the Alcoholic Beverage Control Law of the State of New Jersey.
2. Lessee may NOT sell alcoholic beverages.
3. Lessee shall pay for damage to or loss of property caused by Lessee or anyone attending the Rental Premises during the said time that Lessee is in possession of same.
4. Lessee warrants and guarantees that the Rental Premises will be left in the same condition as when Lessee took possession of the Rental Premises. Rental Premises is to be cleaned to satisfaction of Lessor. Lessee's deposit maybe retained and applied to cover cost of clean-up. Deposit also may be retained and applied to cover all or partial costs of damage or loss.
5. Lessee shall permit Lessor's representative to have access to the Rental Premises at all times.
6. Lessee will use only that part of the building contracted for and only for the purpose specified herein, and restrict attendance to 108 people, including any service staff, maximum.
7. Lessee warrants and guarantees that if said premises are leased for an activity involving minors, then such activity shall be properly chaperoned and any applicable laws, statutes, regulations, and ordinances followed.
8. Lessee warrants and guarantees that all activities occurring on Fridays and Saturdays will cease by 11:00PM in order to allow time to clean up and shall vacate the building by 12:00 Midnight. Lessee warrants and guarantees that all activities occurring on Sundays through Thursdays will cease by 10:00PM in order to allow time to clean up and shall vacate the building by 11:00 pm.
9. Lessee warrants and guarantees that cigarettes and other smoking articles will not be lit within the confines of the Building.
10. Lessee warrants and guarantees that there shall be no open flames used for any purpose except for approved food warming equipment. Ten days prior to the beginning of the Lease, Lessee shall notify Lessor if any food warming equipment shall be used during the term of the rental and Lessor shall approve or disapprove of its use.
11. Lessor will not be responsible for articles (including catering equipment) lost, stolen or damaged during or after rental.
12. Lessee warrants and guarantees that Lessor's fixtures, equipment and decorations will not be removed or altered without Lessor's specific written permission.
13. Lessee will make certain that no nails, staples, tacks, or adhesives will be inserted or applied in the building woodwork or walls. Decorations may be affixed to the hooks provided. Lessee agrees to remove all such decorations at the conclusion of the rental and is responsible for any damage caused by said decorations.
14. In the event the Rental Premises hereunder shall be partially or totally destroyed or otherwise unavailable on the date of the rental herein contracted, thereby precluding the use of the same by the Lessor, then this agreement shall be null and void and the Lessor shall not be responsible for any loss or damages as a consequence of unavailability.



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15. The consumption of food and beverages is prohibited outside the Building.
16. There shall be NO PARKING in the designated area in front of the 3 Bay Doors or front driveway. Violators will be ticketed and Towed at owners' expense.
17. Lessee shall not block any Fire Exits and shall maintain a path 6 feet wide to each exit.
18. Kitchen may be used for warming food only. Stoves are not to be used to prepare food unless as agreed by Lessor for an additional FEE of \$80.00. If use of the stove is permitted, Lessee shall be responsible for any damage to the kitchen and equipment.
19. No confetti or Silly String of any type shall be used on the premises.



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Rental Agreement

This AGREEMENT is entered into this _____ of _____ 20____ between the **Lebanon Township Volunteer Fire Department, Inc.**, hereinafter called LESSOR, having an address at 532 West Hill Road, Glen Gardner, New Jersey 08826 and _____, having an address at _____, hereinafter called LESSEE.

That the LESSOR hereby agrees to let and rent to said LESSEE a portion of the Lebanon Township Volunteer Fire Department, Station Three located at 528 West Hill Rd., Glen Gardner, New Jersey (adjacent to the Lebanon Township Municipal Building), which consists of the Banquet Hall with adjacent kitchen, men's room, and ladies' room (the "Building") and the parking lot (the "Parking Lot"), hereinafter collectively the "Rental Premises".

1. **TERM**

Date of Lease: _____

Between the Hours of: _____ AM / PM and _____ AM / PM

For the Purpose of: _____

2. **FEES**

Hall Rental Fee: \$_____

Security Deposit (Separate Check): \$150

The Security Deposit shall be paid by the LESSEE to the LESSOR upon signing of this Agreement by a separate check. The Security Deposit shall be returned upon the satisfactory inspection of the Rental Premises by the LESSOR. The Hall Rental Fee and Security Deposit shall be paid by checks made payable to the Lebanon Twp. Vol. Fire Department, Inc. The payment schedule is as follows:

Security Deposit on the signing of this agreement: \$_____

Rental Deposit on the signing of this agreement: \$_____

Balance of Hall Rental Fee in full 30 days prior to the date of function: \$_____



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3. **POSSESSION**

The LESSOR shall give possession of the Rental Premises to the LESSEE for the term stated above. The LESSEE shall take possession and use the Rental Premises for the purpose stated above and shall abide by the attached Conditions of Agreement. The Hall Rental Fee entitles the Lessee to the use of the Rental Premises for the period of 6 consecutive hours as stated above. This time period includes the LESSEE's set-up and clean-up time. Functions on Fridays and Saturdays must end by 11:00 pm and clean-up must be completed by 12:00 am. Functions on Sundays through Thursdays must end by 10:00 pm and clean-up must be completed by 11:00 pm. The Rental Premises (including the Parking Lot) must be cleaned and left in the same condition as when Lessee took possession of the Rental Premises.

4. **SECURITY DEPOSIT**

The Security Deposit shall be held by the LESSOR during the term of this agreement. The Security Deposit shall be refunded provided that no damage has been done to the Rental Premises. The LESSOR may deduct from the Security Deposit any expenses incurred in connection with any violation of this agreement. If the amount of damage exceeds the Security Deposit, the LESSEE shall pay the additional amount to the LESSOR upon demand.

5. **PAYMENT AND CANCELLATION**

The Rental Fee shall be paid in full to the LESSOR no later than 30 days prior to the rental date. Cancellations prior to 30 days entitle the LESSEE to a full refund. Any cancellations within 30 days of the rental date, the LESSEE forfeits all monies collected except for the security deposit which will be refunded.

6. **INSPECTION**

The LESSEE has inspected the Rental Premises and agrees that such is in satisfactory condition. The LESSEE accepts the Rental Premises "as-is". LESSEE shall notify LESSOR of any damage or concerns with the Rental Premises as soon as possible if such is discovered on the date of the rental.

7. **INDEMNIFICATION**

LESSEE will indemnify, defend, and save LESSOR and the Township of Lebanon, and their representatives, volunteers, officers, and employees free and harmless from and against any and all claims, actions, damages, liabilities and expenses (including but not limited to reasonable attorneys' fees and disbursements) in connection with the loss of life, personal injury or damage to property or business directly arising from, related to, or in connection with the occupancy or use of the Rental Premises by the LESSEE or directly caused by any act or omission of LESSEE or any contractor, invitee, customer, agent, servant or employee of LESSEE; except that LESSEE shall not be responsible to indemnify LESSOR for, and LESSOR will defend, and hold harmless and indemnify LESSEE for, the gross negligence or willful misconduct of LESSOR or LESSOR's contractor, invitee, customer, agent, servant or employee. Notwithstanding any provision in this Agreement to the contrary, the obligation of LESSEE under this Paragraph 7 shall survive the expiration or earlier termination of the this Agreement.



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8. **INSURANCE**

Lessee shall continuously maintain insurance for adequate damage and shall protect the Rental Premises from damage, injury, or loss arising in connection with this Agreement. Lessor shall maintain General Liability Insurance with limits of not less than \$1,000,000.00 for any one person and \$1,000,000.00 for any one accident for bodily injury and \$1,000,000.00 aggregate for property damage, shall be maintained in force during the term of the rental. Lessee shall procure and maintain an Umbrella or Excess Policy with limits of not less than \$2,000,000.00 for any one person or any one accident for bodily injury.

Certificates of the required insurance as listed above shall be submitted to the Lessor with the Township of Lebanon and Lessor listed as additional insureds.

The Lessee, in signing this agreement does acknowledge that he/she has read, understands and will comply with the attached Conditions of Agreement, which are part of this Agreement.

IN WITNESS WHEREOF, we have hereunto set our hands this day and year first above written.

LESSEE

Signature:

Printed Name:

Date:

Address:

Town:

Phone:

LESSOR

Signature:

Printed Name:

Date:



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