



# Aberdeen Township

## Fiorendo Sigismondi Cliffwood Beach Community Center

### Facility Use Application & Agreement

\*Resident:            Non-Resident:            \*Aberdeen Non-Profit Group:            Non-Aberdeen Non-Profit Group:

\*(Proof of Residency is required for rental / Must be 21 years of age or over)

Name (Group or Individual): \_\_\_\_\_

Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone # Daytime: \_\_\_\_\_

Alt Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

Requested Date / Include Day of Week: \_\_\_\_\_

Alternate Date / Include Day of Week: \_\_\_\_\_

Type of Event: \_\_\_\_\_ Number of People (150 Max): \_\_\_\_\_

Set up Time: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Will Alcoholic Beverages Be Served?    YES            NO

(If alcohol is for resale an ABC permit is required) Permit Number: \_\_\_\_\_

**Rental Fees: Security Deposit and Liability Insurance are required at time of booking.**

Security Deposit (Refundable):	\$500
Resident Rental:	\$425
Non-Resident Rental:	\$600
*Aberdeen Non-Profit Groups	\$275
*Non-Aberdeen Non-Profit Groups	\$425

\*All Non-Profit groups must provide a copy of their 501C3 and must have name of group on insurance certificate.

Facility will be considered reserved upon receipt of completed Facility Use Application & Agreement, Security Deposit, and Rental Fee. Rental payment must be made by credit/debit card or check (no cash). Your security deposit will be returned to you after an inspection of the facility is completed. Any cost for damage or excessive clean-up will be deducted from the security deposit. It is understood that the below noted applicant will be in attendance at the scheduled event and is fully responsible for the behaviors/actions of visitors to the facility. The Township of Aberdeen is not responsible for loss or damages resulting in activities related to an event hosted by an individual or organization at the facility.

Applicant Signature (must be over 21 years of age): \_\_\_\_\_ Date: \_\_\_\_\_

<b>FOR ADMINISTRATIVE USE ONLY:</b>		Deposit: _____
Request Approved by: _____	Date: _____	Rental Fee: _____
Date Paid: _____	Certificate of Insurance: _____	Total: _____



## Aberdeen Township Fiorendo Sigismondi Cliffwood Beach Community Center Rules & Regulations

Rental of the Community Center is limited to the main room, restroom, and kitchen. The parking lot (except for the parking of vehicles) and other portions of the center are not available for use as part of this rental agreement.

All rentals will last a maximum of 5 hours. Events at night will end by 11 p.m. unless authorized by the Township.

All clean up must be completed by midnight and must be approved by the center attendant. If the facility is not cleaned (garbage in sealed bags placed in the dumpster outside, kitchen washed down, wipe down tables and chairs, floor swept) a portion or all of your security deposit will be forfeited. After inspection of the center by management and upon determination that no damage or rule infractions took place your security deposit will be refunded.

If you cancel your party within three weeks of the event, you will forfeit your entire security deposit unless the center can be rented to someone else. If cancellation occurs before three weeks you will lose \$100 of your security deposit. Security deposit must be received with your completed application.

If behavior of the guest violates the facility use agreement the township reserves the right to terminate the event immediately. If it becomes necessary to terminate the event, you will not receive a refund for either your rental fee or security deposit.

Fog machines, smoke machines, snow machines, sprinkle dispensers, confetti, confetti machines, and glitter of any type are not permitted.

No items may be left after use without special permission in advance. this request must accompany your application.

Renter is responsible for decorating the room prior to the event and also the cleanup of the room at the conclusion of the event. No decorations can be taped, nailed, or affixed to the walls or ceiling. all decorations must be removed after your event.

Children are to be supervised at all times. A ratio of 1 adult to every 10 children is required. Teen parties require a ratio of 1 adult to every 15 teenagers.

Restrooms are to be monitored throughout event.

Alcoholic beverages can only be served to adults 21 or over. No underage drinking will be permitted at any functions. No alcohol is permitted outside the room this includes restrooms and parking lots.

The attendant has the right to stop a party at any point if you do not adhere to the rules and regulations. The police will be called in cases where the attendant has a problem with the participants or renter disregard for the rules and regulations. If you do not adhere to all the rules and regulations for your rental your security deposit will automatically be forfeited and you will be ineligible for future rentals. As a renter you agree to be responsible for all damage that might occur during your event.

**ABSOLUTELY NO SMOKING OR GLASS BOTTLES ON PREMISES -- PLASTIC BOTTLES ONLY.**

I AGREE TO FOLLOW ALL RULES AND REGULATIONS REGARDING USE OF THIS FACILITY. MY SIGNATURE BELOW INDICATES HAVE READ THE RULES AND REGULATIONS FOR USE OF THE FACILITY.

Applicant Signature (must be over 21 years of age): \_\_\_\_\_ Date: \_\_\_\_\_