

Berkeley Township Recreation

Building Rental Agreement

Complete this form and deliver it along with a copy of your valid insurance and payment prior to scheduling your event. Any questions can be directed to our staff at **732-269-4456** or **recreation@berkeleystownship.org**.

Today's Date: _____ Date of Event: _____

Name: _____ Phone: _____

Address: _____

Email: _____

Circle one or both: Upper room Lower room Start time: _____ End: _____

Number of People attending: _____ Serving Alcohol?: YES NO

Boxed wine or kegs only. No bottles or cans are permitted. We will apply for a permit on your behalf. Minimum of 30 days' notice for Council and State permission.

A Homeowners Insurance rider is required if serving alcohol.

Certificate of liability must list Berkeley Township and Berkeley Township Recreation as additionally insured.

- Rental is for the upstairs room at 630 Atlantic City Blvd, Bayville, for a **minimum of 3 hours at \$100 per hour**. A deposit of \$150 in check form is due on the day of rental; to be returned or destroyed if the room is returned to its original, clean state.
- **No more than 100 people** are permitted by fire code.
- **Renter must bring in all food and drink; the kitchen is not available at this time.**
- Renter has access to the building 1 hour prior to set up and 1 hour after for cleanup.
- Renter is responsible for all decorations, including table covers, music, etc.
- **Renter is responsible for cleanup, bagging all garbage and disposal in the dumpster located behind the building. NO CONFETTI OF ANY KIND!**
- Restrooms are available during the event.
- **SMOKING IS PROHIBITED IN THE BUILDING!**
- **INITIAL TO AGREE TO ALL OF THE ABOVE**

For Office use ONLY

Insurance certificate received: YES Payment rec'd: cash: _____ check#: _____

Deposit rec'd: YES check#: _____

Approved by: _____ Date: _____