



## Community Center

### Event Rental Contract

Community Center  
69 Main Street  
Roebing, NJ 08554

Mailing address:  
711 Broad Street  
Florence, NJ 08518

Rates are for up to a five (5) hour rental. Event must end by 11:00 PM. Scheduling of a rental on a date when there is a separate previously scheduled event will be at the discretion of the Building Manager based on time, length, size, and type of the event.

Renter must provide insurance and township/ABC one-day permit if alcohol is to be served for sale or where alcohol is provided and tickets for admission are sold.

Gambling and games of chance are prohibited unless a permit is issued by the State of New Jersey from the Township Clerk. Games of chance include, but are not limited to bingo, raffles, 50/50s, and Casino Nights.

**Note:** If you use a caterer that is not one of the Florence Township contracted caterers, there will be an additional \$100.00 fee. (List Provided By Building Manager Upon Request)

We do not rent for teen parties. Family oriented parties such as 1<sup>st</sup> Communions, Confirmations and family only birthday parties are permitted.

**FACILITY:** We require that the renter leave the facility in the condition as the renter accepted it. Renter will be responsible for any damages as a result of the event. A staff member will be on premises from start to end of your event. They are there to help should you need extra tables and chairs, clean-up of a spill, technical assistance with the building's equipment, etc. The renter will be responsible for clearing tables of tablecloths, trash, etc. What you bring in, must be taken out. ***No decorations or other items may be taped/tacked to any walls. No balloons are allowed in the building. The use of glitter and confetti is not permitted.***

**RESERVATION DEPOSIT: A NON-REFUNDABLE RESERVATION DEPOSIT OF \$100.00 WILL BE DUE AT THE SIGNING OF THE CONTRACT.** The date will not be reserved and will be able to be reserved by someone else until the \$100.00 deposit is collected. If the event is cancelled after the contract has been signed and the deposit is taken, the deposit shall be forfeited if notice was provided less than 48 hours prior to the event date and time. If the event is rescheduled for a different date, it shall be at the discretion of the building manager whether the deposit is forfeited or if it is credited towards the new date of the event, in a timely fashion. The building manager will take into consideration whether the change in date affected any other possible rentals for the original date.

**SET-UP TIME:** The renter may request for the building to be open 1.5 hours prior to the contracted time for set-up and decorating at no extra charge. The renter may make special arrangements to set- up/decorate at another time when signing the contract (conditions permitting).

# Community Center Event Rental Contract (cont.)

Renters name: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Cell phone number: \_\_\_\_\_

Date of event: \_\_\_\_\_ Occasion: \_\_\_\_\_

Start time: \_\_\_\_\_ End time: \_\_\_\_\_

Total number of expected attendees: \_\_\_\_\_ (250 max occupancy)

Will alcohol be served: (YES) (NO)

Will alcohol be sold: (YES) (NO) (If alcohol is to be sold, renter must provide insurance & township permit)

Will there be gambling or games of chance: (YES) (NO) (Permit must be issued by the State of New Jersey from the Township

Clerk)

Will kitchen be needed: (YES) (NO)

Will a caterer other than a Florence Township contracted caterer be used for event? (YES) (NO)

Catering Company: \_\_\_\_\_ Phone # \_\_\_\_\_

**We reserve the right to terminate the event, with forfeiture of all monies, should problems arise beyond our control. (example: Under-age alcohol consumption, fighting, property damage, etc.)**

Please initial your acceptance of the following conditions:

\_\_\_\_\_ No balloons, glitter, or confetti.

\_\_\_\_\_ No decorations or any other items taped/tacked to any walls.

\_\_\_\_\_ No non-family oriented teen parties.

**I have read and agree to all the terms and conditions set forth above:**

Renter Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Hall Price: \_\_\_\_\_ Staff Member Assigned: \_\_\_\_\_

Deposit Received: \_\_\_\_\_

Balance Due: \_\_\_\_\_

# Community Center Event Rental Pricing

## Daytime Weekday Rentals

Monday thru Friday: \$300 per day, event must end by 5:00pm  
(multi-day discount \$250 per day/ 3 or more consecutive days)

## Evening Weekday Rentals

Monday thru Thursday: \$425

## Weekend Rentals

Friday thru Sunday: \$425 (Township Residents)  
\$600 (Non-residents)

## Hourly Rentals

Under 50 Attendees AND Under 3 Hours: \$50 Per Hour + \$125 Cleaning/Staffing Fee

## Wedding and Wedding Reception Rentals

100 guests or less: \$1000  
101 to 250 (Max): \$1125

## Florence Township Organization Rentals

Florence Township based non-profit organizations (i.e., 501c3 and 501c4) may rent the hall at a reduced rate \$125. All Florence Township organizations will assist the onsite staff member with the cleanup (see page 1) Florence Township community organization rentals shall include, but not be limited to, Florence Township sponsored recreation programs, Florence Township Boy Scout and Girl Scout organizations and the Florence Township Education Foundation.

## Open Public Events

All Township sanctioned events offered by the Community Center, and open to the public with no admission fee, will be provided on behalf of the Township and incur no rental fee.