

RESOLUTION 2023-59

APPROVING RENTAL AGREEMENT TERMS AND CONDITIONS FOR RENTAL OF COMMUNITY CENTER

WHEREAS, the Township of Florence, in the County of Burlington, New Jersey owns and operates a Community Center located at 69 Main Street in the Village of Roebling, New Jersey; and

WHEREAS, the Township Council (the "**Township Council**") wants to make the Community Center available to residents and community organizations of the Township and members of the General Public to hold events at the Community Center on uniform and transparent terms and conditions; and

WHEREAS, a model contract and fee schedule, a copy of which is attached hereto as Exhibit A, have been developed by Township staff to provide such terms and conditions; and

WHEREAS, the Township Council desires to approve the same;

NOW THEREFORE, BE IT RESOLVED BY THE TOWNSHIP COUNCIL OF THE TOWNSHIP OF FLORENCE, IN THE COUNTY OF BURLINGTON, NEW JERSEY AS FOLLOWS:

Section 1. Recitals. The recitals are fully incorporated herein.

Section 2. Approval of the Rental Agreement. The Rental Agreement, substantially in the form attached hereto as Exhibit A (the "Rental Agreement"), together with any non-material changes as may be agreed to by the Township through the office of the Township Administrator is hereby approved.

Section 3. Dissemination of the Agreement And Management Of The Facility. The Mayor and or the Township Administrator, and their duly appointed agents, are hereby authorized and directed to post the Rental Agreement on the Township website and to make physical copies available for review and inspection by members of the general public. If a Rental Agreement is executed and returned by a member of the general public, such agreement may be countersigned by the Mayor and or the Township Administrator, and their duly appointed agents, and such signature shall be binding on the Township.

Section 4. Management and Fees. The Mayor and or the Township Administrator, and their duly appointed agents are hereby directed to manage and schedule events in the Community Center in a professional and workmanlike manner.

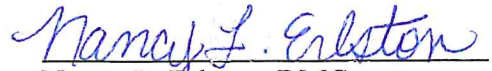
Section 5. Severability. If any part of this Resolution shall be deemed invalid, such parts shall be severed and the invalidity thereby shall not affect the remaining parts of this Resolution. Rental Fees appearing in the Rental Agreement are subject to adjustment at the direction of the Township Council and shall be codified in the Section 2 of Paragraph 2 of the Township Code and may be adjusted from time to time. Any deposits and payments shall

be remitted to the Township and deposited in accordance with State law. The Township shall account for such deposits and monies in accordance with State law.

Section 6. Availability Of The Resolution. A copy of this Resolution and the Rental Agreement approved hereunder shall be available for public inspection at the offices of the Township.

Section 7. Effective Date. This resolution shall take effect in accordance law.

I, **NANCY L. ERLSTON, CLERK** of the Township of Florence, County of Burlington, State of New Jersey, do hereby certify that the certification of available funds has been provided to the governing body and that the foregoing is a true copy of the Resolution approved by Township Council at their March 1, 2023 meeting.


Nancy L. Erlston, RMC
Township Clerk

Note: This Resolution approves a rental agreement for the Florence Township Community Center..

Exhibit A

Form of Rental Agreement

RESOLUTION 2023-59

"SCHEDULE A"



Community Center

Event Rental Contract

Community Center
69 Main Street
Roebling, 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 1st 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.