

Pine Community Center

Gazebo Rental Application

Name of Responsible Person: _____

Address: _____ City: _____ Zip: _____

Phone: _____ Email: _____

Do you prefer the approved permit emailed _____ or sent through USPS _____ (Check One)

Date of Rental: ____/____/____ Day: _____ Time: _____ to _____ AM/PM
(Include set-up and take-down time)

Approximate Attendance: _____ Type of Event: _____

Gazebo Rental Rates:

Photos (maximum 1 hour)

Resident: \$25.00/Hour

Non-Resident: \$35.00/Hour

Full Day

Resident: \$300.00

Non-Resident: \$350

Conditions of Use:

- It is the responsibility of the permit holder to clean the area at the end of each use and deposit litter in the appropriate receptacles. All boxes need compressed with a limit of six (6) garbage bags
- Each facility rental must have the necessary damage security deposit postdated to coincide with the date of use. A charge for actual labor will be billed to the permit holder when more than normal clean-up is necessary and not covered by the security deposit.
- The permit holder must be 21 years of age or older.
- Use of thumbtacks, staples and tape is not permitted.
- Gazebo is only available for actual time rented. Early admission will not be allowed. End times are strictly enforced and a portion of the security deposit will be withheld relative to time overage. I acknowledged I have read and included set-up/clean-up times: ____ **(initial)**

I do hereby swear that I have not misrepresented my intentions, will maintain the facility in proper order, obey the rules of the Community Center and be responsible for any damage(s) that may occur.

Signature of Responsible Person

Date

Approval of Facility Coordinator

Date

Authorized by Director of Parks & Recreation

Date

FACILITY RENTAL PERMIT WAIVER

The undersigned also agrees, on behalf of himself, his heirs, successors, or assigns and/or any organization he represents, its successors, assigns, members, participants and attendees at any function supported by this permit, to discharge, protect, release, indemnify and hold harmless the Township of Pine, its agents, officers, employees, elected and appointed officials, successors and assigns from any and all claims, damages, injuries, demands, actions, liabilities and expenses whatsoever, including but not limited to costs of defense and attorneys' fees, directly or indirectly arising out of or relating to or resulting from any personal injury (including death) or damages to any person or property damage of any kind arising from applicant's use of this permit granted by the Township of Pine

In accepting this permit, the undersigned representative assures compliance by the group or organization. Failure to follow any of the above rules or direction from Township personnel could result in the forfeiture of permit (without refund of permit fee or any security deposit) and possible denial of future permits.

In the event that the permit application is submitted on behalf of a group or organization, the undersigned certifies to the Township of Pine that he/she is a duly authorized agent and representative of _____ (name of group/organization) and empowered to legally bind said group/organization to the above-stated terms and conditions.

I have read and fully understand the conditions of this permit and the attachments.

Signed: _____ **Date:** _____

PINE COMMUNITY CENTER

FACILITY RENTAL RULES

Making a reservation:

- Reservations or rentals will be accepted up to one year in advance.
- Renter must meet with staff coordinator, by appointment, to confirm rental date, location along with additional renter requests.
- If renter chooses to make a reservation by phone, he/she has seven (7) business days to meet with the Staff Coordinator by appointment to confirm and finalize rental information.
- \$100 damage security deposit check should be post-dated to coincide with the reservation date.
- To avoid the loss of the security, please be sure to clean up and properly dispose of all supplies and materials such as decorations (streamers, banners, balloons, etc.) food products, utensils and containers.
- Facility rental may be available outside normal operating hours. Please speak with the Staff Coordinator.
- Requests for date changes will cost 50% of the rental fee subject to availability and permitted only within current calendar year.
- Return only the completed application form. Retain copies of the instructions for your records. Submission of application does not guarantee rental until permit is approved.

Guidelines for using the facility:

- Private catering service is permitted. Caterers must provide a certificate of insurance from their insurance carrier with a single limit of \$500,000 for each of the personal injury liability and property damage. The Township of Pine must be named as an additional insured. Contact Staff Coordinator for details.
- Approved rental shall be restricted to the areas identified on approved facility application.
- Alcoholic beverages are only permitted in approved facility areas. Licensed bartender highly recommended. **(Alcohol Beverage Consumption Permit Fee: \$25.00)**
- Alcohol permit holder must be at least 21 years of age.
- Smoking is NOT permitted in Pine Center. No smoking within five (5) feet of any exterior door.
- Fog machines, bubble machines, or other such equipment are not permitted.
- Moonwalks, trains, mechanical devices, etc. are not permitted.
- Confetti, rice or spray string is NOT permitted.
- Use of thumbtacks, staples, and tape NOT permitted on walls, ceilings, tables or chairs. Streamers, banners or balloons may be attached with string on chairs or designated attachment points.
- Use of candles (not including birthday cake candles) or any similar item must be approved by Township prior to rental date.
- Any damages to facility or Township property will be the responsibility of applicant.

(cont.)

- Youth under the age of 13 must be accompanied by an adult 18 years or older.
- Pine Community Center General Rules & Regulations & Family Definitions & Age Requirements apply. Patrons must be familiar and abide with the Pine Community Center General Rules & Regulations for each area of facility during usage.
- Room is only available for actual time rented. Early admission will not be allowed.
- Entrance/exit permitted by main entrance only for event participants. Caterers and other service persons may enter through the catering door entrance.
- Each group shall be responsible for the conduct of the group with a competent leader 21 years of age or older.
- Youth groups require adult supervision of one (1) adult for every ten (10) youth.
- The Township assumes no responsibility for personal belongings and valuables brought into the building.
- Size of room/occupancy load limits will limit the number of people permitted
- **By order of the Township of Pine Fire Marshal**, if the fire alarm sounds:
 - All patrons, participants and spectators must evacuate (no exceptions).
 - The organization's on-site representative will be responsible for ensuring that everyone in his/her group leaves the building. Move to a location well away from the building.
 - The fire alarm must not be silenced until all occupants are evacuated.
 - Under no conditions will the alarm be reset until approval from the Township of Pine on-site representative or Fire Department official has been given.
 - Individuals who violate these regulations will be subject to fines levied by the District Magistrate for failing to abide by the BOCA National Fire Prevention Code.

Additional policies:

- Use of facilities does not imply endorsement or sponsorship of the event by the Township. Therefore, publicity shall be designed in such a way that no suggestion of endorsement and/or sponsorship is implied. (All such publicity shall be cleared in advance with the designated representative of the Township of Pine.)
- Signs are not permitted in facility, on parklands or adjacent roadways advertising an event, posting an event or directional.
- Noise and music must be kept to a minimum so as not to disturb others in facility. Noise levels subject to the discretion of management to lower noise in general, turn down volume or turn off music. Failure to follow direction from Pine Community Center staff may result in forfeiture of permit with eviction from facility and/or possible denial of future permits.
- The Township reserves the right to allow or disallow rental of the facility all or in part based upon the operation of the Pine Community Center or comprehensive needs of the Community Center.
- The Township will not assume responsibility for unforeseen circumstances such as a power failure, or other mechanical failure at the Community Center, or inclement weather conditions, which may constitute reason for cancellation.

(cont.)

- The Township of Pine cannot guarantee the availability of equipment requested on this form. *Additional equipment may **NOT** be brought onto Township property* by your organization unless such equipment is specifically identified and approved as part of the rental application.

Renter requirements:

- Renter must be at least 21 years of age.
- Must meet with Staff Coordinator to confirm rental information and to fill out necessary paperwork.
- Must be on premises during entire duration of time rented.
- Will be held responsible for any damages to facility/property or violations of Township policies.
- Responsible for general clean-up at the conclusion of the event.
- All fees, deposits, etc. are required prior to issuing permit or confirming rental date.