

JOHN R. KERFOOT BUILDING MULTI PURPOSE AGREEMENT

This form must be accompanied and returned with deposit for date to be reserved

Date of usage _____ Phone # _____

Name of responsible party _____

Street _____

Town _____

Time of party from _____ to _____ # of Guest _____
(6 hours total-set up time & clean up time incl) (limit 80 people)

Type of party _____

I, as rentor, accept full responsibility for the actions of my guest, and will maintain order and decorum in and around the building during the rental period. I also understand that I may be charged by the police for any unreasonable action resulting from this function. If the police are called and/or summoned to the building for **ANY** reason, I may loose my deposit. I also understand that **I am responsible** for any payment of any liability claims or restoration charges for damages to the building , tables, chairs, etc. I will loose my deposit for necessary clean up of hazardous wastes, bodily fluids and/or waste, if I am not in attendance at this affair, or if the police are called. I have read all the rules and regulations of the attached page and understand them. If any of the rules on the attached page are not followed, your deposit is automatically forfeited. The revised July 2008 page attached is yours to keep.

Signature of clerk

signature of rentor

Deposit paid _____

Balance paid _____

*make all checks payable to “multi-purpose Building”.
PLEASE MAIL THIS FORM BACK WITH DEPOSIT

Visit our Website! - WEB Address - audubonparknj.org

RULES AND REGULATIONS FOR THE RENTAL

(8) 6' ROUND TABLES (4) 8' LONG TABLES

The janitor will let you in the building at your appointed time. **We do not give out the key.**

1. You are responsible to put any tables back up that you took down, put the chairs back on top of the tables, taking all of your belongings out of the building and taking out the trash. No milar confetti is permitted. No tape on the walls/paneling/ceiling fans is permitted. I will loose my deposit for necessary clean up of hazardous wastes, bodily fluids and/or waste, if I am not in attendance at this affair, or if the police are called.
2. Rental period is for 6 hours. This includes set up & clean up time. Any additional time will be charged at \$20.00 per hour. All rental time is consecutive. **We do not permit breaking up rental time.**
3. All activities **MUST** cease, be cleaned up, out of the building, and out of the parking lot by your parties ending time or by 12:00am(midnight). Please be considerate of the neighbors who reside near the building. The door to the building should remain closed during the party to help keep the noise volume to a minimum.
4. Bachelor Parties and/or live band parties are **NOT** permitted in the building at any time. No profit making parties and/or charging admission for any reason is strictly forbidden at all times. The clerk/janitor/Police have the right to stop in and check ANY party at ANY time.
5. Please advise guest not to park in the “handicapped” areas, unless they have the proper permit/stickers to do so. Anyone parking in these areas not authorized to do so will be ticketed by the police. Parking on the grass is also illegal.
6. We must have 48 hour notice if the time of the party is going to change in any way.
7. **NO ONE** will be permitted to drink alcohol outside the building. The borough has a “NO DRINKING IN PUBLIC” ordinance.

DEPOSITS AND CHARGES

1. A \$125 deposit must be paid at the time of the reservation to hold your date. This deposit is refundable 7 to 10 days after the rental if there are no problems with the rental which are mentioned above. This deposit becomes non-refundable if the party is cancelled 7 days or less prior to the party regardless of when the party was booked, if the police are called, if there are damages, or necessary clean up of hazardous materials, bodily fluids/waste.
2. A \$250.00 rental fee charge must be paid no less than 10 days prior to the rental.

MAKE ALL CHECKS PAYABLE TO “MULTIPURPOSE BUILDING”

Mail to: Borough of Audubon Park - MPB, 20 “C” Road, Audubon Park, NJ 08106

Contact: Karen Lewis 856-546-9164 or Dawn Pennock 856-547-5236

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