



## **Chews Landing Banquet Hall Rental Terms and Conditions**

**IMPORTANT:** All applications are classified as “pending” and are subject to review by the Banquet Hall Staff when received *with or without* a deposit. In most cases, the application will be approved or denied within five days from the date that the application was received. If an application is under review, the Banquet Hall Staff may accept other requests for the date.

**\*\*Applicant Initials:** \_\_\_\_\_

**Applicant Requirements:** You must be at least **25 years of age** to rent our Banquet Hall facility. Identification is required prior to the approval of an application. A State of New Jersey / Pennsylvania photo driver's license is the only accepted form of identification. The applicant must maintain phone service on the number provided on their application until the rental date has passed. This will allow the Banquet Hall Staff to notify you of any issues that may arise concerning your rental.

**Rental Hours and Rental Fees:** All rentals are for a minimum of 6 Hours and the cost is \$700.00. This includes 4 or 5 hours for your actual event and the remaining 1 or 2 hours for set up and clean up. *Please note:* All rental times are subject to approval by the Banquet Hall Manager. An evening event cannot have a start time later than 8pm all rentals **must** be completed and vacated by 12:00 midnight.

**Requesting Dates / Security Deposit / Payment Procedure:** Rental dates are not guaranteed without 50% deposit. Total payment, including an additional, refundable, \$100 security deposit is due a full 30 days prior to your event date. The security deposit will be returned (in form of a check) to the applicant within two weeks after the event provided the terms and conditions are followed by the applicant and guests, and that no damage has occurred.

- In order to approve certain rentals, the Banquet Hall Staff may impose a \$200 security deposit.

- Only cash and personal checks are accepted. **Make checks payable to “Chews Landing Fire Company”.**

**Specific Parties / Events:** The Banquet Hall staff may request documentation from the applicant for a proposed event prior to the approval of an application. An application will not be approved until such documentation is provided by the applicant and reviewed by the Banquet Hall Staff. The Banquet Hall Staff may deny certain rentals including, but not limited to: *Birthday Themed Parties, Graduation Parties or Holiday Themed Parties* at their discretion. We will terminate a rental at any time prior to, or during the event if the applicant has been found to misrepresent the reason for use or if he/she falsifies an application. In these cases, the fire company may utilize their secured attorney for assistance. We do not allow fundraisers of any type or any event that charges admission at the door.

**Maximum Capacity:** The maximum occupancy of the Banquet Hall will not exceed 110 persons at any time. The fire company reserves the right to enforce a head count during an event. (Violation subject to termination) additionally, our staff has the right and authority to enter your event at any time during your rental.

**Decorating Times and Policy:** You are permitted to enter the Banquet Hall at the set up time noted on your application.

- A request for additional decorating time must be received at least one week prior to the rental date and providing your requested time frame is agreeable to the worker assigned to your event. *This also applies to any Caterer, Balloon or Flower deliveries. Additional time is scheduled permitting.* **Additional event times are at a cost of \$100.00 per hour, permitting worker availability.**

- A \$100.00 fee, per hour, is applied for each hour in excess of your rental time frame for set up only. **You must use Scotch® Brand Magic tape to hang all decorations Tacks, staples, command strips, glitter or confetti are not permitted. No exceptions!** - Decorations CAN NOT be taped to the bar or suspended from the ceiling and will be immediately removed by a staff member.

**Rental Facility Area:** Your rental of our facility entitles you to use of the kitchen, the main ballroom, the beverage center, coat closet and both male and female bathrooms located inside the banquet hall. At no time are you or your guests permitted to enter any other parts of the fire station or Executive Offices without proper escort of our worker. The parking lot will be utilized for parking only and never as an extension of your event. Smoking is only permitted outside the banquet hall doors on the landing of the stairs. Receptacles are provided for your convenience.

## Hall Rental Terms and Conditions (cont.)

**Alcoholic Beverages / Underage Drinking:** At no time will anyone under the age of **21** serve or consume alcoholic beverages on fire company property. If minors are found consuming alcoholic beverages, local law enforcement will be notified, and the event will be immediately terminated with no monetary refund to the applicant. A bartender, if needed, shall be supplied by the applicant or caterer. - **Keg beer is NOT permitted.**

**Hold Harmless Clause:** *By my signature below as the renter, I hereby release the Chews Landing Fire Department, Gloucester Township Fire District #2, its Officers, directors, members and employees from any and all suits, actions, compensation, consequential and punitive damages, any and all property damage, personal injuries, illnesses, death resulting from any occurrence or accident that may occur as a result of or arise out of renting or use of the Chews Banquet Hall Facility. This agreement is governed by the laws of the State of NJ. The undersigned hereby agrees to indemnify, defend and hold harmless the Chews Landing Fire Department, Gloucester Township Fire District #2 from any claims brought by any person or entity arising out of or related to this rental agreement.*

**Signature** \_\_\_\_\_ **date:** \_\_\_\_\_

**Caterer Requirements:** The applicant will provide a name and phone number for the caterer. The applicant assumes ultimate responsibility for the caterer and is responsible for the cleanliness and/or any damages to the kitchen.

**Juveniles:** The applicant assumes responsibility for all juveniles who attend an event at the Banquet Hall. This shall include the wellbeing and safety during the event & ensuring transportation home after an event. The applicant or the applicant's designee is not permitted to leave our facility until all juveniles have left our property.

**Clean Up:** All decorations and trash must be placed in trash cans. Unconsumed food, all beverages and guests shall be removed from the Banquet Hall as indicated by the "end time" on the application. The kitchen must be restored to its original condition. All appliances used shall be turned off.

**Fights / Disturbances:** A fight or disturbance during an event, with or without notification to law enforcement, will result in the immediate termination of the event. If fire company property is damaged during a fight or a disturbance, the applicant shall assume full financial responsibility for all damages. The security deposit, if collected, and the rental fee will be forfeited by the applicant if the event is terminated prior to end time.

**Fundraising / Charging Admission / Advertising Events:** No one is permitted to charge an admission fee, any type of fee, or conduct a "game of chance" on the private property of the Chews Landing Fire Company. Additionally, no one is permitted to advertise an event to be held at our facility without written permission from the Banquet Hall Staff. *Refer to "Advertising / Internet Policy / Admission Fee" Agreement Form. B.H.1127*

### **Additional Applicant Requirements:**

**1.)** You are required to notify the fire company member assigned to your event of any problem(s) in a timely manner. **2.)** Guests are not authorized to enter restricted areas of the fire company for any reason. **3.)** The applicant assumes responsibility for any lost, stolen, damaged or broken personal or fire company property. **4.)** The applicant assumes responsibility for all alcoholic beverages brought and served, including the well-being of their guests on and off fire department property. The Chews Landing Fire Company shall be held blameless for any incident that occurs from alcoholic beverage consumption. **5.)** The Chews Landing Fire Company is not liable to reimburse the applicant for the rental fee, disc jockey fee, caterer fee, or any other expense during such events as a power failure that does not originate from our building. A partial refund of only the rental fee may be returned upon review by the Banquet Hall Staff, specifically, for power outages lasting more than one (1) hour. **6.)** Tables may not be moved, and chairs may not be stacked during an event for any reason. **7)** Fire Department Worker/Personnel must always have full access to the Banquet Room during the rental period.

**Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

I have read and understand all Terms & Conditions as set forth above including forfeiture of monies for violations

# Chews Landing Banquet Hall

## Closed Circuit Surveillance Camera

### Notice & Agreement Form



Effective September 1, 2012, any event hosted on the private property of the Chews Landing Fire Company's Banquet Hall facility will be subject to monitoring by a closed-circuit surveillance camera system.

#### Introduction:

Eight (8) cameras are placed throughout the facility to monitor activity of guests and for the security of our facility. Cameras are in the kitchen, access hallway to kitchen, main event room, refreshment area, foyer and one which will monitor the main entrance and a portion of the parking lot. The applicant must sign this agreement form as a prerequisite of the rental application process.

Surveillance video footage will be reviewed at the discretion of the Banquet Hall Staff. Video footage will be primarily reviewed if there is a report of misconduct, claim of injury or if damage or an excessive mess is found after an event.

Additionally, video footage may be periodically reviewed for training or to verify clarity and camera placement.

#### Applicant Requirements and Restrictions Regarding Surveillance Cameras:

- 1.) Decoration(s) cannot be placed over a camera or in such a way that will restrict the view of a camera. The Banquet Hall Staff reserves the right to relocate or remove any decoration(s) which block the view of a camera.
- 2.) The renter and guests are not authorized to adjust or move a camera for any reason prior to, or during an event.
- 3.) Surveillance footage will be used to prosecute any person who is observed causing damage to our facility.

Additionally, footage may be used to prosecute any person who is observed committing a criminal act or offense.

- 4.) Any damage to a camera, intentional or not, will result in the forfeiture of the applicant's security deposit.

**Miscellaneous Information:** Surveillance video footage is the property of the Chews Landing Fire Company and will not be disseminated or sold to any person or media outlet. Video footage will normally be saved for a period of thirty (30) days after an event. A request to review video surveillance footage must be submitted to the Executive Office of the fire company within this time period. All requests to review video footage will be forwarded to the fire company's secured attorney for review and approval.

#### Acceptance of Terms and Conditions

I \_\_\_\_\_, the applicant, agree to all above terms and conditions of the closed-circuit surveillance camera system. Furthermore, I understand that my event is subject to termination at any time for violating one or more of these terms. *An application for a proposed event will be denied if the applicant refuses to sign this form.*

Applicant Print: \_\_\_\_\_ Date of Event: \_\_\_\_\_

Applicant Signature: \_\_\_\_\_ Today's Date: \_\_\_\_\_

# Chews Landing Banquet Hall Rental

## *Internet / Advertising / Admission Fee - Policies*

### Agreement Form

**An applicant must complete this form as a prerequisite of the application process**

**Purpose:** The purpose of these policies is to ensure that no one suggests an "open invitation" or collects any fees for admission or conduct a "game of chance" on our property. The fire company will fully prosecute any person(s) of the law for violation(s) of these policies.

**Internet Policy:** An applicant or anyone else is not permitted to advertise or promote an event at our facility on any website, social networking site (i.e., My Space, Facebook, Twitter) or any other web-based information site (i.e., Craigslist). The Chews Landing Fire Company reserves the right to cancel an event upon knowledge that an internet-based advertisement has surfaced, even if the applicant removes the posting prior to the Banquet Hall Staff notifying the applicant of such activity. The applicant shall take full responsibility for the actions of their affiliates, guests or anyone else that may make such posts on the internet. The applicant shall be responsible to pay the full price of the scheduled rental and any attorney fees accrued by the fire company regarding the cancellation of the applicant's rental.

In certain cases, the Banquet Hall Staff may authorize such advertising, only upon a written request by the applicant for such an event requiring advertising.

**Advertising Policy:** An applicant or anyone else is not permitted to advertise or promote a scheduled event at our facility on any type of flier, in any type of publication, on a billboard, roadside signs, at any type of school or any public place. In addition, the applicant or anyone else is not permitted to distribute flyers or promotional material to the general public in any way which advertises an event at our facility. All guests shall be issued a personal invitation, not to exceed the maximum occupancy of our facility.

In certain cases, the Banquet Hall Staff may authorize such advertising, only upon a written request by the applicant for such an event requiring advertising.

**Charging Admission / Charging Fees:** The Chews Landing Fire Company, State of New Jersey and the Township of Gloucester prohibit the applicant or anyone else from charging an admission fee on private property, unless the applicant is granted a "One Day Social Permit" issued by the Township of Gloucester. Additionally, an applicant or anyone else is not permitted to conduct any "game of chance" (i.e., 50/50, (un)organized gambling) on fire company property. Anyone who sells tickets, charges admission, collects fees or conducts a game of chance without the required permit(s) will be prosecuted to the fullest extent of the law.

Please note: Applications are subject to review by the Banquet Hall Staff prior to submission for a social permit. The applicant must meet the criteria of the permit and fire company usage rules.

The applicant is responsible for permit fees plus any rental fees assessed by the fire company.

I, \_\_\_\_\_, the applicant, understand and agree to the terms of the "Advertising, Internet Policy and Admission Agreement" of the Chews Landing Banquet Hall.

I understand that all fees paid are subject to forfeiture and that my event will be canceled at any time for violating one or more of the above terms. I further agree that I shall be held responsible to pay the entire rental fee, plus any legal fees incurred by the fire company regarding the cancellation of my event.

Applicant Print: \_\_\_\_\_ Date: \_\_\_\_\_

Applicant Signature : \_\_\_\_\_ Date: \_\_\_\_\_