

ROBERT FREY HALL
RENTAL AGREEMENT

RENTER INFORMATION

Name _____
Address _____

Phone Number _____
Alternate Number _____
Email Address _____

RENTAL INFORMATION

Type of Event _____
Date of Event _____ Setup Time _____
Start Time _____ End Time _____
Caterer _____ DJ/Entertainment _____

RENTAL FEES

Hours _____
Security Bond * _____
Total Fees _____
Deposit _____
Balance Due _____

A security bond is due at the time of contract. The security bond will be returned within 30 days after the event, only after the building and its contents and the grounds have been inspected by a Robert Frey Hall representative. If any additional cleaning or repair or replacement of Robert Frey Hall property is required, the appropriate amount will be withheld from the security bond. If the security bond will not cover the additional work or costs involved, then the renter remains responsible for the additional expenses.

The balance due must be paid in full by fourteen days prior to the rental date. Checks may be mailed to:

Robert Frey Hall
216 Joseph Street
East Brunswick, New Jersey 08816

If payment on the balance due is not received 14 days prior to the event, Robert Frey Hall reserves the right to cancel the rental.

Cancellation: if the renter notifies Robert Frey Hall in person, mail, email, or phone at least seven (7) calendar days before the rental date that the renter will be canceling, the renter shall receive a full refund. If the cancellation is made less than seven (7) days prior to the rental, the renter's security bond will become non refundable.

ROBERT FREY HALL
RENTAL AGREEMENT

RENTER'S SIGNATURE _____ DATE _____
RFH REPRESENTATIVE _____ DATE _____

Rental Agreement Rules and Regulations

Occupancy load shall not exceed **90** people by order of the Fire Marshal.

Smoking is prohibited inside of the hall/kitchen by order of the Fire Marshal.

Any evidence of smoking in the hall/kitchen will result in the security bond being withheld in full and payment for any additional damages will be the renter's responsibility.

Decorating is permitted during the scheduled setup time. Renter's are prohibited from using nails, screws, tape, or other materials which may deface the walls, ceilings, or other areas.

Tacks/push pins may be used for affixing decorations. No ceilings decorations are permitted. Candles, table confetti and/or glitter of any kind are prohibited at all times.

The renter is responsible to remove all decorations and place garbage in dumpster.

The ice machine is not to be used as a cooler for bottles, cans, or anything else.

Robert Frey Hall reserves the right to enter premises during the term of the agreement for the purpose of inspection.

Robert Frey Hall is not responsible for lost or stolen articles.

The renter is responsible for the conduct of all persons entering the building during the event.

Illegal gambling is prohibited in the building or on the grounds.

All vehicles must be in lined spots in the rear and along the side by the main entrance. Vehicles parked in prohibited spaces will be towed at the owner's expense.

Nothing is to be removed from Robert Frey Hall at any time.

The renter agrees that all activities must end by the end time of the event in order to begin cleaning. If the activities go past the end time of the event, (not to exceed 12am) the renter will be charged \$75.00 per hour up to a maximum of two (2) hours after the scheduled end time.

The person signing this agreement shall be responsible for any and all damages, thefts, or accidents that may occur and will be required to reimburse Robert Frey Hall for expenses.

Robert Frey Hall reserves the right to terminate this contract if the function creates problems that interfere with the operations of East Brunswick Independent Fire Company, or creates a disturbance outside for our neighbors.

Any violation of the above rules and regulations shall result in forfeiture of the security bond and any additional expenses that Robert Frey Hall may occur.

RENTER'S SIGNATURE _____ DATE _____

ROBERT FREY HALL
RENTAL AGREEMENT

RFH REPRESENTATIVE _____ DATE _____

Certificate of Insurance

Robert Frey Hall shall not be liable for injury or damage to any person or property unless it is due to Robert Frey Hall's act or neglect. The renter is liable for any loss, injury, or damage to any person or property caused by the act of neglect of the renter, the renter's employees, or the renter's guests.

Proper event insurance coverage will be required from the renter in the amount of \$500,000.00 (five hundred Thousand dollars) . A copy of the certificate of insurance must be provided to a Robert Frey Hall no less than 5 (five) days prior to the event date.

Hold Harmless Agreement

I (we) agree to indemnify and save harmless Robert Frey Hall, East Brunswick Independent Fire Company, and Fire District #2, against all loss and damage, including damage to person or property arising from any act of, or negligence of mine (ours) or of any person acting on my (our) behalf while engaged in the performance of this rental agreement with Robert Frey Hall, or while in or about the Robert Frey Hall, East Brunswick Independent Fire Company, or Fire District #2 buildings or premises, or arising from accident of any injury not caused by an act of Robert Frey Hall, East Brunswick Independent Fire Company, or Fire District #2, or its agents, to anyone attending the event for which I (we) have rented the Robert Frey Hall (kitchen/grounds) or arising from liens or claims resulting from the performance of this agreement.

The renter understands that he/she has read and approved this agreement.

RENTER'S SIGNATURE _____ DATE _____

RFH REPRESENTATIVE _____ DATE _____

ROBERT FREY HALL
RENTAL AGREEMENT RULES REGULATIONS

Occupancy load shall not exceed 90 people by order of the Fire Marshal.

Robert Frey Hall reserves the right to enter premises during the term of the agreement for the purpose of inspection.

Smoking is prohibited inside of the hall and kitchen are by order of the Fire Marshal.

Any evidence of smoking in the hall or kitchen area will result in the security bond being withheld in full and payment for any additional damages will be the renter's responsibility.

Table glitter of any kind and candles are prohibited at all times.

The ice machine is not to be used as a cooler for bottles, cans, or anything else.

Robert Frey Hall will not be rented to anyone for a profit making affair.

Robert Frey Hall is not responsible for lost or stolen articles.

Decorating will be permitting during the scheduled setup time. Renter is not permitted to use nails, screws, tape, or other materials which may deface the walls, ceilings or other areas.

Tacks or push pins may be used for affixing decorations.

The renter is responsible for the conduct of all persons entering the building during the event.

Nothing is to be removed from Robert Frey Hall at any time.

Illegal gambling is prohibited in the building or on the grounds.

All vehicles must be in lined spots in the rear and along the side by the main entrance.

Vehicles parked in prohibited spaces will be towed at the owner's expense.

The renter is responsible for the cleaning of Robert Frey Hall. All garbage must be removed and placed in the dumpster located outside the kitchen. All decorations must be removed.

Kitchen floors must be mopped, carpets must be vacuumed.

The renter agrees that all activities must end by the end time of the event in order to begin cleaning. If the activities go past the end time of the event, the renter will be charged \$75.00 per hour up to a maximum of two (2) hours after the scheduled end time of the event.

The person signing this agreement shall be responsible for any and all damages, thefts, or accidents that may occur and will be required to reimburse Robert Frey Hall.

Robert Frey Hall reserves the right to terminate this contract if the function creates problems that interfere with the operations of the Fire Company, or creates a disturbance outside for our neighbors.

Any violations of the above rules and regulations shall result in forfeiture of the security bond.

HOLD HARMLESS AGREEMENT

I (WE) agree to indemnify and save harmless Robert Frey Hall against all loss and damage, including damage to person or property arising from any act of, nor negligence of mine (ours) or of any person acting on my (our) behalf while engaged in the performance of this rental agreement with Robert Frey Hall, or while in or about the Robert Frey Hall buildings or premises, or arising from accident of any injury not caused by an act of Robert Frey Hall, or its agents, to anyone attending the event for which I (we) have rented the Robert Frey Hall (kitchen/grounds) or arising from liens or claims resulting from the performance of this agreement.

The renter understand that he/she has read and approved this agreement.

Renter's Signature _____ Date _____

ROBERT FREY HALL
RENTAL AGREEMENT RULES REGULATIONS

RFH Representative _____ Date _____