



SINGLE USE HALL RENTAL AGREEMENT

This Agreement made this \_\_\_ day of \_\_\_\_\_ 20\_\_\_ A.D.

Date of Function: \_\_\_\_\_ Time of Function: \_\_\_\_\_ to \_\_\_\_\_

Name of Function: \_\_\_\_\_

Description of Function: \_\_\_\_\_

Expected Attendance (50 max): \_\_\_\_\_ Liquor to be consumed? [ ] NO [ ] YES

If any special permission allowed, note here: \_\_\_\_\_

Is the renter a member of the Lions Club of Medford Lakes? [ ] NO - \$350 Fee [ ] YES - \$250 Fee

Fees Agreement: Basic Hall Rental Fee: \$ \_\_\_\_\_
Damage Deposit: \$ 100.00 (as a separate check) Cash or Check #: \_\_\_\_\_

TOTAL: \$ \_\_\_\_\_

Fees Received: Rental Deposit: \$ \_\_\_\_\_ Cash or Check #: \_\_\_\_\_
(\$150 minimum)

BALANCE DUE: \$ \_\_\_\_\_ Date Due: \_\_\_\_\_

THEREFORE THE PARTIES DO AGREE TO THE FOLLOWING:

Lions agree to provide the renter access and use of the facility and its rental equipment (tables/chairs) in accordance with the details outlined above and with the attached Terms and Conditions.

I hereby acknowledge that I have carefully read the above and did receive a duplicate copy of this agreement this \_\_\_ day of \_\_\_\_\_, 20\_\_\_.

THIS AGREEMENT EXECUTED on behalf of :

LIONS CLUB OF MEDFORD LAKES

RENTER

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Print Name: \_\_\_\_\_

Phone #: \_\_\_\_\_

Phone #: \_\_\_\_\_

E-mail: \_\_\_\_\_

E-mail: \_\_\_\_\_

Address: \_\_\_\_\_



## Lodge Rental Terms and Conditions

In the following document; the term "LIONS" means for the Lions Club of Medford Lakes or Lions Representative; "RENTER" means person/party contracted on the rental agreement.

### 1. RENTAL

- 1.1. The RENTER agrees to provide the LIONS with the damage deposit, rental deposit and balance of rental payment in the form of cash or two (2) separate checks in accordance with the dates stated on page 1.
- 1.2. The RENTER agrees to pay the LIONS an additional rental rate of \$100 for every hour of occupancy after the expiration of the rental period stated on page 1 of this agreement.
- 1.3. If the RENTER fails to use the premises for the rental date referred to on page 1, the LIONS may deduct from the deposit the amount of \$100 as liquidated damages unless the RENTER has given the LIONS at least 30 days notice that it will not be using the premises on that date **OR** the LIONS is able to re-rent the premises for that date.
- 1.4. Subject to any Clause of the agreement that authorizes the LIONS to deduct money from the damage deposit, the LIONS will return the damage deposit to the RENTER within 14 days of the rental date.

### 2. FACILITY CARE AND CONDITION

- 2.1. The RENTER and the LIONS will conduct an inspection of the facility and equipment *prior to commencement* of the rental event and identify any damages or other conditions present. The RENTER and the LIONS will conduct a second inspection following the rental event (prior to the next scheduled rental event) to identify any damages to the facility and equipment arising from the RENTER'S event. The CHECK IN/OUT REPORT attached to this agreement will be used for this purpose.
- 2.2. The RENTER shall remove all garbage, debris and property of the renter and clean the premises immediately after the rental period. The RENTER further agrees to abide by any additional requirements regarding facility condition and care attached to this agreement. If the RENTER fails to comply with this Clause and any additional requirements, the RENTER agrees that the LIONS may retain the damage deposit and pay the cost to perform any other remedies to repair damages.
- 2.3. RENTER agrees that if any major damage occurs during the time of this agreement in which the cost is generally known to be more than \$50, the repair will be made by the LIONS at the RENTER'S expense and the RENTER will be responsible for all costs needed to fix the damage. In the event the cost to repair any damage exceeds the damage repair amount, RENTER agrees to compensate for the excess amount within 30 days of being notified of the excess amount due.

### 3. RENTER'S RESPONSIBILITY

- 3.1. The maximum total capacity of the premises for the purposes of the RENTER'S use is **50**. The RENTER agrees to ensure that this capacity is not exceeded.
- 3.2. The RENTER is responsible for set-up and arranging tables and chairs and FIREPROOF decorations as well as take-down after the event.
- 3.3. Rules for NJ State Division of Alcoholic Beverage Control (ABC) are to be followed at all times. If Alcohol is present in any form, a special insurance rider at the RENTER'S expense is REQUIRED. This document must be presented to the LIONS at least 24 hours prior to the event. If this document is not available, alcoholic beverages of any kind CANNOT be dispensed or consumed at any time on the premises.
- 3.4. RENTER assumes full responsibility for the discipline of members and guests and others who may be in attendance and to see that orderly conduct is maintained both inside and in the outside vicinity of the facility. Damage deposit may be forfeited if Police are called for a civil disturbance.
- 3.5. Use of the facility is restricted to the purpose stated on PAGE 1 of the agreement (TYPE OF EVENT). RENTER is not permitted to use the facility for any other purpose without prior, express AND written consent of the LIONS.



Lions Club of Medford Lakes  
113 Apache Trail, Medford Lakes, NJ 08055  
**Lodge Rental Terms and Conditions** (cont.)

- 3.6. The RENTER will not use the facility in any manner that will increase risks covered by insurance on the facility and result in an increase in the rate of insurance or a cancellation of any insurance policy.
- 3.7. RENTER is not to keep, use or sell anything prohibited by any policy of fire insurance covering the facility, and shall comply with all requirements of the insurers applicable to the facility necessary to keep in force the fire liability insurance.
- 3.8. RENTER will not assign or sublease the facility, or any right or privilege connected with the facility, or allow any other person except agents and members of the LIONS to occupy the facility or any part of the facility without first obtaining the written consent of the LIONS. A consent by the LIONS shall not be a consent to subsequent assignment, sublease or occupation by other persons. Any unauthorized assignment, sublease or license to occupy by the RENTER shall be void and shall terminate this lease agreement without refund at the option of the LIONS.
- 3.9. RENTER will not allow any waste or nuisance on the facility or use or allow the facility to be used for any unlawful purpose according to the bylaws and ordinances of the Borough of Medford Lakes and laws of the State of New Jersey and Country of the United States.

#### **4. LIABILITY AND INDEMNITY**

- 4.1. The RENTER agrees that it will indemnify and save harmless the LIONS and LIONS INTERNATIONAL from any and all liability, loss, or other damage claims or obligations resulting from any injuries or losses of any nature.
- 4.2. The LIONS shall not be liable for liability or damage claims for injury to persons or property from any cause relating to the occupancy of the facility by the RENTER, including those arising out of damages or losses occurring on sidewalks and other areas adjacent to the facility during the term of this lease agreement or any extension of such term.

#### **5. INSURANCE**

- 5.1. The RENTER shall obtain liability insurance coverage to protect against liability for damage claims through public use or arising out of accidents occurring in or around the facility. The insurance policy shall provide a minimum coverage amount of \$1,000,000. This insurance policy shall indemnify the LIONS on any claims or losses and must show **Lions Club of Medford Lakes** as additionally insured.
- 5.2. If alcohol is being served at any time during the event (including set-up & take-down), the RENTER **must obtain host liquor liability insurance** in accordance with the number of guests anticipated to be in attendance.
- 5.3. The insurance policies shall be delivered to the LIONS, on or before the date the RENTAL FEE BALANCE is due, per page 1 of this agreement.
- 5.4. If the insurance policies are not delivered to the LIONS, the LIONS is authorized to cancel the event and the LIONS will notify the RENTER by phone and/or e-mail per the information provided on Page 1 of this agreement.
- 5.5. If a caterer will be used, the caterer's Liability Policy must show **Lions Club of Medford Lakes** as additionally insured.

#### **6. PARKING**

- 6.1. The RENTER agrees that it will use the driveway and local public access roads as the primary parking locations and that all efforts will be made to inform guests that they should not park in the church or Memorial Hall lots.
- 6.2. A suggested parking area map is attached (page 4). RENTER acknowledges that there may be a need to shuttle guests from parking areas that are a certain distance from the facility.

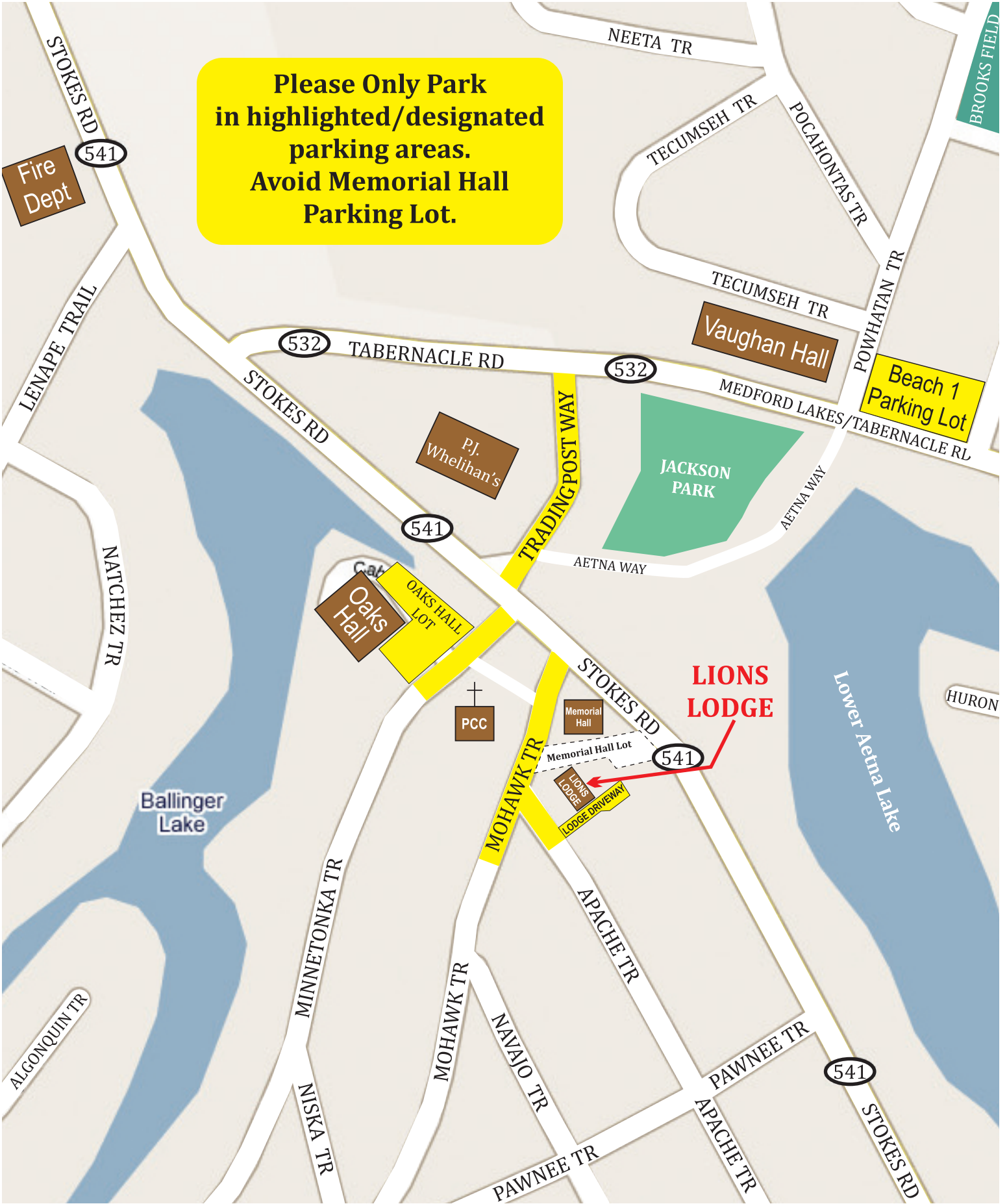
**By signing below, the RENTER acknowledges having read the contents of this agreement and agrees to the terms and conditions therein.**

RENTER: \_\_\_\_\_

LIONS representative: \_\_\_\_\_

# LIONS LODGE - PREFERRED PUBLIC ACCESS PARKING AREAS

**Please Only Park  
in highlighted/designated  
parking areas.  
Avoid Memorial Hall  
Parking Lot.**





## Set-up / Takedown Checklist for Lodge Rental

### Set-up:

- Lions will provide up to 12 - 6' tables & 50 folding chairs. Renter is responsible for set-up of tables/chairs. Tables and chairs must remain on the property at all times during the rental agreement.
- The Lions do not provide tablecloths; they are the renter's responsibility as part of decorations.
- All doorways are to be kept clear (as per fire regulations). ie. no decorations in passageways/doorways.
- Do not use tape, nails, pins, staples, tacks or other hangers that will damage surfaces.
- Lions do not provide any ladder or equipment that may be needed for renter's decorating needs.
- Use of kitchen gas range appliance is *not* permitted. Cooking from scratch is not permitted. Renter may use microwave and double ovens to warm/keep food warm.
- Renter is required to supply all dishes, flatware, serving and/or chafing dishes, sternos, coolers, etc.

### Takedown:

- Renter is responsible for the cleaning and breakdown/storage of all tables and chairs that are used.
- You must ensure kitchen, bathrooms and all lodge rooms are clean and put in proper order.
- All surfaces must be wiped clean.
- All garbage/recycling is to be put in appropriate outside containers located next to the driveway of the property. ***DO NOT*** use neighboring property garbage/recycling containers. If garbage/recycling won't fit into appropriate containers, leave sealed separated unbroken bags next to the containers.
- All liquor/soda/juice bottles/cans are to be removed from the building. Please recycle all empty containers.
- Renter must sweep and mop all floors of obvious spills. Cleaning supplies including brooms, dust pan, wet mop and buckets are available in the maintenance room for your use.
- Exterior of property must be free of any event debris and trash.
- All clean-up duties must be completed within **1 hour** after the Event is completed.

### Miscellaneous:

- Use of fire pit & fireplace are not permitted unless specified in rental contract.  
If permitted, proper dousing of fire and clean-up of fire pit and area is required.
- Use of outside grills is not permitted at any time.
- Rental use is for the Lodge building and does not include any ancillary buildings or areas.
- ANY special rental agreement/permission must be written (printed) and initialled on the back of this form.

I hereby agree with the above noted regarding the condition of the Lodge on (date) \_\_\_\_\_  
and understand a part or all of my security deposit may be kept to offset the cost of any cleaning  
or repairs as a result of my use.

\_\_\_\_\_  
LIONS Representative (print name)

\_\_\_\_\_  
GUEST/RENTER (print name)

\_\_\_\_\_  
LIONS Representative (signature)

\_\_\_\_\_  
GUEST/RENTER (signature)