

Rental Agreement Riverdale Community Center

57 Loy Avenue, Riverdale, NJ 07457



Mailing Address:

91 Newark Pompton Turnpike, Riverdale, NJ 07457

Date of Event _____

Facility

- Main Floor
- Lower Level
- Conference Room
- Senior Meeting Room

Time: From _____ to _____

Applicant _____

Street Address _____

City _____ State _____ Zip _____

Phone Number _____ Cell _____ Email _____

- Use
- Residential Private
 - Commercial/Business Group
 - Non-Profit/Civic
 - Other

Describe Use _____

of Guests _____ # of Tables: 60" Round _____ 6' Rectangle _____ # of Chairs: _____

- Alcohol Serve
- Catered
- Live Music
- DJ

Your Insurance Company _____ Policy # _____

Rental Fees for Community Center - Riverdale Residents ONLY

Resident - Private Use

\$150 Rental Fee

Civic & Non-Profits

\$ 50 Meetings up to 100 attendees

\$100 Meetings of more than 100 attendees

Commercial & Business Groups

\$200 for Meetings/Seminars

\$300 for events with more than 100 attendees

Additional Fees for All Rental Agreements:

Rental Fee:

As indicated - Dated Today

Security Deposit:

\$500 dated the day of the event

Driver's License of Applicant (photocopy)

Certificate of Insurance if required

Terms of the Contract for the Use of the Senior Community Center of Riverdale

1. The Responsible Person signing this contract must be a Riverdale Resident.
2. Your event must be done by 11:00 PM.
3. No cooking permitted in the building.
4. Kitchen to be used for the storing and serving of food only.
5. Serving alcoholic beverages is permitted. No alcohol permitted outside the building.
6. **Smoking is prohibited on the entire site, which includes the building, grounds and parking lot.**
7. **This facility is on school grounds, where smoking is strictly prohibited by State Law. VIOLATION OF THIS PROVISION WILL RESULT IN THE LOSS OF THE ENTIRE SECURITY DEPOSIT.**
8. No tape or thumbtacks, or any other similar hardware, may be used on the walls, window treatments or doors. No marking of the walls or floors.
9. Garbage must be placed in plastic garbage bags and tied shut. Do NOT drag the garbage pails across the floor.
10. Bathrooms are to be left clean.
11. The kitchen must be clean, no food remaining
12. Recycling (glass and plastic) must be placed in a separate container as provided.
13. No music or loud noises is to be heard outside the building. No congregating in parking lot.
14. When leaving the premises keep in mind that this is in a residential neighborhood. Please be considerate, no loud talking in lot, blowing horns, screeching tires, etc.

Payment

Check payable to the Borough of Riverdale.

-or-

By Credit Card On-Line

- ◆ You may pay on-line using the Borough's Point and Pay feature for the Rental Fee. There is a convenience fee assessed to your account for this service.
- ◆ In order to avoid the Convenience Fees, the other two payments for the Maintenance Fee and the Security Deposit may be presented to the Borough the day you come in for the key to House and/or Barn & Pavilion.
- ◆ The signed Agreement must be received before the date can be reserved for you.
- ◆ The link to pay either by credit card or check on-line is: <https://client.pointandpay.net/web/BoroughOfRiverdale>

Accompanying all Agreements:

- | | |
|--|--------------|
| 1. Photocopy of Applicant's Drivers License | Received____ |
| 2. Checked dated today for the Rental Fee | Received____ |
| 3. Check dated the Day of the Event for the Security Deposit | Received____ |
| 4. Certificate of Insurance if required | Received____ |

All checks are to be made payable to the:

Borough of Riverdale, 91 Newark Pompton Turnpike, Riverdale, NJ 07457
973-835-4060
rentals@RiverdaleNJ.gov

I, _____, agree to all the terms of this Agreement.

Signed: _____ Date _____