

# Rental Agreement

# Glenburn

211 Paterson Hamburg Turnpike

*Mailing Address:*  
91 Newark Pompton Turnpike  
Riverdale, New Jersey 07457



Date of Event \_\_\_\_\_

Facility

Barn/Pavilion

House

The Estate

Contact Name \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone Number \_\_\_\_\_ Cell \_\_\_\_\_

Email \_\_\_\_\_

Describe Use \_\_\_\_\_

Number of Guests \_\_\_\_\_ Number of Tables: 60'' Round \_\_\_\_\_ 6' Rectangle \_\_\_\_\_

Alcohol Serve    Catered    Live Music    DJ    Party Tent

Caterer Name \_\_\_\_\_ Contact Person \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

Tent Company Name \_\_\_\_\_ Contact Person \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

Your Insurance Company \_\_\_\_\_ Policy # \_\_\_\_\_

# Rental Fees for Glenburn

## **Barn & Pavilion**

\$150 Rental Fee

## **House**

\$250 Rental Fee

## **House, Barn & Pavilion - One Day**

\$400 Rental Fee

## **Wedding Package - Estate - Three Days**

\$700 Rental Fee

## **Photography - 2 Hour Use**

\$50 Rental Fee

## **Additional Fees for All Rental Agreements:**

Rental Fee:

**As indicated - Dated Today**

Maintenance Fee:

**\$50 for all one day rental dated day of event**

**\$100 Wedding Package dated day of event**

Security Deposit:

**\$500 dated the day of the event**

**Driver's License of Applicant (photocopy)**

**Certificate of Insurance if required**

## **General Terms of the Contract for the Use of Glenburn**

1. No cooking permitted in the Barn or the House. Grills are permitted outside the Pavilion.
2. Serving alcoholic beverages is permitted. No alcohol to be taken offsite, or into Appelt Park.
3. If alcohol is to be served an Event Certificate naming the Borough of Riverdale as an additional insured with a minimum of \$250,000 liability. This Certificate must be presented to the Borough before the event.
4. Renter is responsible for complying with the New Jersey Alcoholic Beverage Control Laws.
5. Garbage must be placed in the plastic garbage bags provided by the Borough.
6. Tied up garbage and recycling bags must be brought to the shed near Ryerson Avenue driveway.
7. Bathrooms are to be left clean, and no hygiene products or other items clogging the toilets are permitted. The cost in remove any items will be deducted from the deposit.
8. Facilities must be left in a clean condition. No food may be left behind.
9. Recycled glass and plastic must be placed in separate containers as provided.
10. When leaving the premises, keep in mind that this property adjoins a residential neighborhood, consideration must be afforded the residents. No blowing of horns, shouting or other loud noises are permitted in the parking lot.
11. No Parking allowed at any municipal facility between the hours of 11:00 PM and 6:00 AM. Vehicles left at the parking lot overnight will be issued a summons and may be towed at owner's expense.
12. All users are required to place a deposit of \$500 to cover any damage or excessive wear on the buildings, which will be refunded upon a satisfactory inspection of the facility.
13. The individual signing this Agreement must be present at the facility at all times during the contracted event.
14. It is also understood by the applicant that any damages exceeding the security deposit amount will be the responsibility of the applicant.
15. If alcohol is served, a Certificate of Insurance naming the Borough as an additional insured with a \$250,000 minimum. All Business Users must also provide a similar Certificate of Insurance.

*In Addition to the General Terms above if you are renting:*

## **The Barn/Pavilion**

16. No one is permitted to enter any building other than the barn and pavilion. The house, country store and the garden shed are not part of this agreement, and are not to be accessed or used in any way.
17. Garbage must be placed in plastic bags provided by the Borough, tied and left in the shed next to the Ryerson Avenue driveway.
18. All activity must cease no later than 11:00 PM. Additional time needed for breakdown and clean up is allowed as long as the neighbors are not disturbed by noise.
19. Picnic tables must be folded and stored in the barn after use.
20. The charcoal grills must be cleaned and the ashes deposited in the metal can provided by the Borough.
21. Business users must provide a Certificate of Insurance naming the Borough of Riverdale as Additional Insured.

*In Addition to the General Terms above if you are renting:*

## **The House**

22. This contract is limited to the use of the House. The Barn and Pavilion are not part of this agreement.
23. Kitchen is for the storing and serving of food only. No cooking is permitted.
24. No tape, thumbtacks or any other similar hardware may be used on the walls, doors, or window treatments.
25. Garbage must be placed in plastic bags, tied, and left in the shed next to the Ryerson Avenue driveway.
26. The activities must cease no later than 11:00 PM. Additional time needed for breakdown and clean up is allowed as long as the neighbors are not disturbed by noise.

*In Addition to the General Terms above if you are renting:*

## **Weddings/Full Use of the Estate**

27. Regulations for both the Barn and House apply to this use.
28. All activities must cease no later than 11:00 PM. Additional time needed for breakdown and clean up is allowed as long as the neighbors are not disturbed by noise.
29. Event tents must be removed from premises by the following business day.

**Parking for all events is limited to the gravel area west of the barn.**

**No parking allowed in the interior courtyard.**

I, \_\_\_\_\_, agree to all the terms of this Agreement.  
*Print Name*

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*

# Payment

Payment is to be made 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
2. Check dated today for the Rental Fee
3. Check dated the Day of the Event for the Maintenance Fee
4. Check dated the Day of the Event for the Security Deposit
5. Certificate of Insurance if required

*Borough Use Only*

Received \_\_\_\_\_

Received \_\_\_\_\_

Received \_\_\_\_\_

Received \_\_\_\_\_

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**

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