



## COMMUNITY CENTER RENTAL AGREEMENT

**Contract, rental, and deposit fees are to be returned no later than five days after reserving.** Certificate of liability insurance must be received no later than fourteen days prior to the event. They can be mailed to Borough of Helmetta, 51 Main Street, Helmetta, NJ 08828 or dropped off at this address (there is a locked mailbox on the exit side of the building, near the steps).

WHEREAS the Borough of Helmetta (hereinafter referred to as the "Landlord" is the owner of certain premises located at 1 Brookside Place in the Borough of Helmetta, County of Middlesex, State of New Jersey; and known as the Helmetta Community Center, and

WHEREAS the undersigned (hereinafter referred to as the "Tenant") desires to rent the above-described facility.

NOW, THEREFORE, IN CONSIDERATION OF THE MUTUAL COVENANTS AND PROMISES CONTAINED HEREIN, IT IS HEREBY AGREED AS FOLLOWS:

1. **PREMISES.** The Tenant agrees to rent from the Landlord and the Landlord agrees to rent to the Tenant that portion of the Helmetta Community Center located at the above specific address.
2. **TERM.** The rental agreement commences at \_\_\_\_\_ o'clock \_\_\_\_\_ m. on the \_\_\_\_\_ day of \_\_\_\_\_ 2023 and terminates at \_\_\_\_\_ o'clock \_\_\_\_\_ m. on the \_\_\_\_\_ day of \_\_\_\_\_ 2023. (Rental is for 4 hours plus 3 hours for decorating). The Center will be open three (3) hours prior for set-up \_\_\_\_\_ o'clock \_\_\_\_\_ m.  
Type of Event to be held \_\_\_\_\_  
Approximate number of people attending \_\_\_\_\_
3. **RENT & DEPOSIT.** The Tenant agrees to pay \$ \_\_\_\_\_ as rent for the time period specified above. *Tenant shall pay the total rent upon execution of this rental agreement.*

In addition to the rental specified above, Tenant shall deposit the sum of Five Hundred Dollars (\$500.00) with Landlord at the time of execution of this agreement as security for the faithful execution of the above specified covenants. At the conclusion of the event, if the premises are undamaged and returned to the Landlord in a clean and orderly state, the security deposit will be refunded to Tenant.

4. END OF EVENT. It is the responsibility of the lessee to clean and vacate the premises within **NINETY MINUTES (90)** after the end of the event. It is the responsibility and obligation of the Lessee to vacate the premises and leave it in good condition, free of trash and debris. In the event the Lessee violates the provisions of this Agreement, the Borough reserves to itself the right to declare the Lessee's deposit forfeit and to pursue any and all legal remedies available to it to collect all costs and expenses incurred by the Borough to clean the property; including but not limited to the costs of cleaning, trash removal and disposition, legal expenses, police, and public service costs and expenses.

5. EXTRA HOURS. The hall rental fee is for four hours. All events must be over by 10:00 p.m. If you would like your event to be held longer than four hours and want to start earlier, the fee is \$100.00 per each hour.

6. USE OF PROPERTY. The Tenant may use the subject premises for the limited time set forth above. All uses of the property must be lawful and in compliance with all applicable rules, regulations, and ordinances of the Borough of Helmetta, County of Middlesex, State of New Jersey.

7. HOLD HARMLESS AND INDEMNIFICATION AGREEMENT.  
The Tenant, its guests and invitees shall hold the Landlord harmless from and indemnify the Landlord against any and all claims arising out of or in connection with and in the course of the social activity or event sponsored or conducted by the Tenant. In the event that any lawsuit, claim, or demand is asserted against the Landlord as a result of the activities of Tenant its guests and invitees during the course of the agreement, Tenant shall be responsible for all legal fees, costs, judgments and assessments arising there from which may be attributable to the Landlord.

8. CARE OF THE PROPERTY. The Tenant has examined the Property, including all facilities, furniture, fixtures, and appliances, and is satisfied with its present condition. The Tenant agrees to maintain the property in as good condition as it is at the start of this lease period, except for ordinary wear and tear. The Tenant must pay for all repairs, replacements and damages caused by the act or negligence of the Tenant or Tenants guests and invitees. The Tenant will remove all of Tenant's property at the end of the lease period and will take out the trash at the premises at the conclusion of the rental period. *Any property or food that is left becomes the property of the Landlord and may be thrown out.* (If something is damaged upon your arrival at the center, please call 732-521-4946 ext.100; leave a message telling your name, time of call and damage found).

9. NO SMOKING. The premises is a smoke free facility and Tenant shall not allow any of its guests or invitees to smoke cigars, cigarettes, pipes, tobacco or vape products of any nature whatsoever in the subject premises.

10. ALCOHOLIC BEVERAGES. The Landlord assumes no responsibility whatsoever for any person who consumes alcoholic beverages in or about the subject premises during the period of this lease. The Tenant shall provide the Landlord with a certificate of insurance for any event at which Tenant, its guests or invitees intends to serve distribute or consume alcoholic beverages.

11. CLEAN UP. All trash shall be put in garbage bags and placed in the dumpster outside at the rear of the building.

12. SUPPLIES. It will be your responsibility to take home at the end of your event all catering supplies, centerpieces, etc. We will not be held responsible for any items left behind. Please take home all items in the refrigerator and/or freezer.

13. INSURANCE REQUIRED. The Tenant, at Tenant's own cost and expense, will obtain or provide and keep in full force for the benefit of the Landlord, during the term hereof, general public liability insurance, insuring the Landlord against all liability or claims of liability arising out of, occasioned by, or resulting from any accident or otherwise in or about the premises for injuries to persons or property. The insurance policy will be with companies authorized to do business in the State of New Jersey and will be delivered to the Landlord, together with proof of payment prior to fourteen days of the commencement of the term hereof.

14. We have twenty round 60" tables and 160 chairs. We have five 6-foot-long tables and three 8-foot-long tables. In the kitchen we have a refrigerator, freezer, microwave, and coffee pot for use. The stove can be used to heat food up but not to cook and prepare it there.

15. CANCELLATION POLICY. If the event is cancelled less than 30 days prior to the event, the rental deposit will be forfeited unless other arrangements have been made with the Helmetta Business Administrator

**PLEASE BE SURE TO READ AND FOLLOW THE DIRECTIONS ON  
HOW TO TURN ON THE OVEN. THE INSTUCTIONS ARE  
WRITTEN ABOVE THE STOVE.**

AGREED TO AND READ BY TENANT:

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

TELEPHONE NUMBER \_\_\_\_\_

EMAIL \_\_\_\_\_

DATE \_\_\_\_\_

