

**BOROUGH OF BEACHWOOD  
MAYO PARK CENTER  
RENTAL APPLICATION  
A SMOKE FREE FACILITY  
501 BEACON AVENUE, BEACHWOOD, NJ 08722**

NOTICE: if you are selling tickets for the event on this application, and are serving alcoholic beverages, you are required by law to obtain approval for a One Day Liquor License, first by Resolution of the Borough of Beachwood Governing Body and by the N. J. ABC. There is a fee associated with your ABC application payable to the N. J. Division of ABC. You must attach a sample ticket to the rental agreement, and a copy of your Certificate of Insurance holding the Borough of Beachwood harmless. You will be required to file proof of the ABC Liquor License, prior to the release of any keys to the Mayo Park Center.

ANY FACILITY EMERGENCIES ARE TO BE CALLED IN TO THE BEACHWOOD POLICE DEPARTMENT 732-341-1242

Applicant Full Name: \_\_\_\_\_  
Please print – Note: The Applicant is the Sole Responsible Party for the Rental and Deposit Refunds Are Only Made to the Applicant

Address: \_\_\_\_\_ Telephone# \_\_\_\_\_

Email: \_\_\_\_\_ Emergency Telephone# \_\_\_\_\_

City & State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Agree to rent the Mayo Park Center on the \_\_\_\_\_ Day of \_\_\_\_\_ 20\_\_\_\_ for the following event: \_\_\_\_\_ and I understand that I must comply as follows:

FRIDAY RENTALS – NO ACCESS BEFORE NOON TIME ALL FEES MUST BE PAID IN FULL UPON APPLICATION

	BLDG, KITCHEN, PAVILION	KITCHEN & PAVILION	DEPOSIT	TOTAL PAID
RESIDENT	\$200.00	\$100.00	\$100.00	\$
NON RESIDENT	\$300.00	\$200.00	\$200.00	\$
BEACHWOOD ORG.	\$100.00	\$75.00	\$75.00	\$

**Deposit/Security**

Applicant is solely responsible for any and all damages incurred and shall forfeit deposit for any infraction of this agreement as it applies to cleaning, setup, returning keys or damages. Deposit will be forfeited if applicant cannot maintain safety during their rental and if Police are called. NO HORSEPLAY; BALL PLAYING, ROLLER BLADING, SKATE BOARDING, TENTS, INFLATABLES, LIVE STOCK (FARM ANIMALS), OUTDOOR HEATERS PERMITTED IN THE BUILDING. THE KITCHEN FRYER IS NOT TO BE USED.

**Deposit Refund**

Deposit refunds are made to the applicant only. Checks received must be in the name of the applicant. Upon return of the key, the applicant will be required to sign a voucher and pending the condition of the facility following inspection, that voucher will begin the refund process. All refunds are addressed by the Governing Body at a regularly scheduled meeting following the rental event. Process may take several weeks due to meeting schedules.

**Cancellation Policy Rescheduling Fee \$25.00**

Cancellation advance of 60 days will cost the applicant \$50.00  
Cancellation of 60 days or less will cost the applicant \$75.00  
Cancellation of 30 days or less will cost the applicant Full Deposit

YOU ARE RENTING THE MAYO PARK CENTER – WHICH INCLUDES IN YOUR AGREEMENT THE EXTERIOR SURROUNDINGS, THE PARK ITSELF AND THE PARKING LOT

NO SMOKING PERMITTED IN THE BUILDING, OUTDOOR ASHTRAYS ARE AVAILABLE – NOTHING PERMITTED TO BE LEFT OVER NIGHT – THE BUILDING MUST BE ABSOLUTELY CLEAR OF ALL PERSONAL ITEMS. CATERERS: YOUR RENTAL EQUIPMENT IS TO BE REMOVED BY THE END OF THE EVENT. THE BUILDING MUST BE RESET AS FOUND. ANYTHING LEFT BEHIND WILL BE DISCARDED.

I HAVE READ THIS AGREEMENT AND THE INFORMATION ON THE REVERSE SIDE OF THIS FORM AND ACKNOWLEDGE THAT I AM THE SOLE PARTY RESPONSIBLE:

1. Facility available from 8:00 am to 10 pm date of the event. If an extended end time is needed, it must be approved by the Governing Body. Key to be picked up by the last business date preceding the event during hours 8:30am to 4:30pm.
2. No representative of the Borough will provide access to the facility. If keys are not picked up and an employee is called out, a \$50 charge will be deducted from the deposit.
3. Applicant must notify the Beachwood Police Department no less than 30 minutes before accessing the facility.
4. NOTHING WILL BE AFFIXED TO THE WALLS, WINDOWS, DOORS, ETC.
5. All trash will be placed in containers located outside.
6. All cleaning requirements noted on reverse of this form MUST BE ADDRESSED and will be considered when approving refund of deposit.
7. Deposit refund will be denied, if the Borough must clean up, reset or discard any items.
8. Any damages exceeding the deposit will be billed to the applicant.
9. Failure to return keys in a timely manner (next business day) will cost applicant \$10 each day of failure to return.
10. If you have hired a caterer or rented any equipment, everything must be removed at the end of your event.
11. Anything left outside the facility will affect the refund of your deposit.

YOU AND YOUR GUESTS ARE ASKED TO TREAT THIS FACILITY WITH RESPECT. YOU ARE A WELCOME VISITOR AND WE'D LIKE TO HAVE YOU BACK AGAIN.

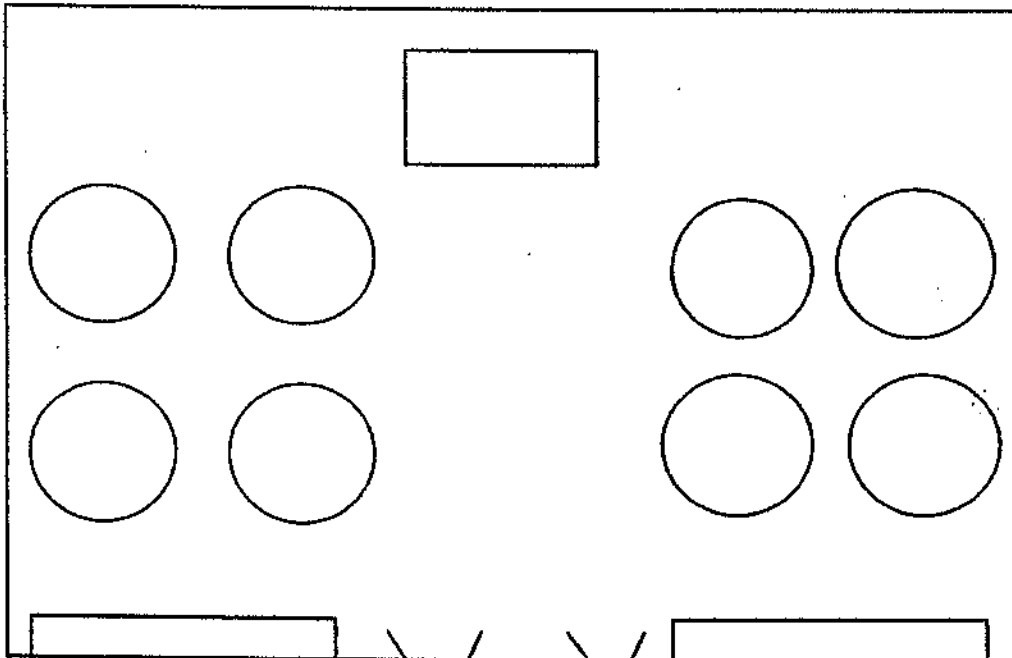
I, (Print) \_\_\_\_\_, acknowledge the times noted on the front and the reverse of this application and I understand I am the sole responsible party.

Applicant's Signature \_\_\_\_\_ Application Date \_\_\_\_\_

Date Approved: \_\_\_\_\_ Resolution # \_\_\_\_\_ Refund Approved \_\_\_\_\_ Refund Denied \_\_\_\_\_

Deposit Refund Amount \$ \_\_\_\_\_

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**ROOM SET UP WITH 8 ROUND TABLES EACH HAVING 8 CHAIRS**

**YOU MUST LEAVE ROOM AS YOU FOUND IT**

**NO TENTS ON OUTSIDE OF BUILDING**

**Room Capacity: 100 People Max Allows for 80 seated at tables (See above diagram)**

**WE DO NOT PROVIDE: Cooking utensils-pots-dishes-cutlery-ice**

**OUR ON-SITE INVENTORY:**

**Chairs Commercial Stove Refrigerator Microwave Oven  
72" Round Tables Rectangular Tables**

**YOU MAY NOT USE: TAPE OR PUTTY PRODUCTS (COMMAND/FUNTACK) ON ANY WALLS, LIGHTS,  
DOORS OR WINDOWS**

**CHECK LIST FOR CLEAN UP:**

- 1. Tables-Chairs**
- 2. Floors cleaned of debris; bare floors swept and spills mopped**
- 3. Caterers and rental companies have removed all their equipment or will be discarded by the Borough**
- 4. Key to the facility is to be returned by the next business day following event or a \$10 fee will be imposed per day not returned and deducted from the deposit. If the key is lost, the applicant will be charged for replacement of all locks and corresponding keys.**

**REMEMBER: YOU, THE APPLICANT, ARE FINANCIALLY RESPONSIBLE FOR ANY INFRACTIONS OF THIS AGREEMENT.**

HOLD HARMLESS AGREEMENT  
BETWEEN THE BOROUGH OF BEACHWOOD  
AND

1. \_\_\_\_\_  
(Individual) Telephone Number \_\_\_\_\_

\_\_\_\_\_

Address City Zip

2. \_\_\_\_\_  
(Organization -- Non Profit Corporation -- Corporation -- Public Entity)

\_\_\_\_\_

Address City Zip

\_\_\_\_\_

Responsible Party Telephone Number \_\_\_\_\_

In consideration of the use of the [Beachwood Community Center] [Mayo Park] on the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_ for the purpose of \_\_\_\_\_  
The undersigned agrees to indemnify and hold the Borough of Beachwood and its officers, agents and employees harmless from any and all liability, claims, costs and Attorney's Fees arising out the use of the property referred to above.

I understand that this Hold Harmless also requires that the Borough of Beachwood is indemnified from any losses or damages resulting from the acts or omissions from any guest, participant, visitor or other person attending the event described above.

Unless waived in writing by the Borough of Beachwood, I agree to furnish a Certificate of Insurance specifically naming the Borough of Beachwood as an additional insured, providing general liability, bodily injury and property damage coverage with minimum limits of liability not less than [\$500,000.00 - Individual] [300,000.00 - group/organization]. In order to induce the Borough of Beachwood to accept this Hold Harmless Agreement, the following information concerning the intended use of the premises is furnished.

- a. Alcoholic Beverage (will) or (will not) be served.
- b. Total number of persons anticipated is \_\_\_\_\_.
- c. Number of Adults anticipated is \_\_\_\_\_.
- d. Number of Minors anticipated is \_\_\_\_\_.
- e. Food (will) or (will not) be served.
- f. Live entertainment (will) or (will not) be provided.
- g. Other \_\_\_\_\_.

The undersigned accepts full responsibility for all liability.

Signed this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_ as the binding act in deed of

\_\_\_\_\_  
Name of Individual or Organization (Please print)

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

WAIVER-ACKNOWLEDGED: \_\_\_\_\_  
Borough of Beachwood Representative

\_\_\_\_\_

# \*Mayo Park Center Indoor Panels\*

*Please read agreement &  
Sign and date below:*

**NO**

**PINS – CLIPS – STAPLES – TAPE – STICK UP PUTTY**

**NOTHING**

**GOES UP ON THE ACOUSTIC PANELS or FRAMES**

**RESULT WILL BE**

**DEPOSIT WITH BE HELD UNTIL YOU OR YOUR  
INSURANCE POLICY PAYS FOR THE COMPLETE REPLACEMENT  
OF ALL DAMAGE DONE.**

**Signature here:** \_\_\_\_\_

**Print name here:** \_\_\_\_\_

**Rental date:** \_\_\_\_\_

**H/O POLICY #:** \_\_\_\_\_

**Address/phone:** \_\_\_\_\_

**NOTE: Security Cameras are in operation at all times**



I hereby understand that signing the rental agreement also binds me to upholding the ongoing Executive Orders issued by the Governor of the State of New Jersey regarding indoor and outdoor event capacity, social distancing requirements and any other stipulations deemed necessary by the Borough of Beachwood. I further understand that no personal tents, tables, grills or indoor furniture can be removed from the party hall and placed on the grass or outside decking, or concrete/asphalt. No placement of any items in the event parking lot will be permitted. I acknowledge that a Borough employee will be visiting my event to check that capacity and procedural guidelines are being followed. If I am found to not be in compliance the event will not only be shut down but I will forfeit any deposits for said event. The Borough of Beachwood has deemed it necessary to only release keys for the event sites to the individual officially renting the site.

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

\_\_\_\_\_  
Signature

Date:

## MAYO PARK RECREATION CENTER CHECK LIST

To Assist you in understanding how we make a decision on rental refund- this is a part of the Check list we use. Let this list be your guide for proper cleanup of the Recreation Center.

At the end of your event check to see if there are:

- Tables and Chairs are cleaned and in good condition
- Tables and Chairs to be stored and put away
- Floor is cleaned and no spills, food, or gum on the floor. Floors swept, mop only the spills. **DO NOT MOP ENTIRE FLOOR.**
- Kitchen - Counter tops clean **NOTHING** left behind
- Kitchen - All appliances are cleaned and shut off
  - Stove
  - Griddle
  - Double ovens
  - Coffee machine
- Ice Machine is in good working order
- Refrigerator and freezer **ALL** food is removed
- Bathrooms (**ALL STALLS**) are cleaned of all debris and nothing is damaged
- Storage area- cleaned and extra tables and chairs used have been properly stacked
- Check the exterior grounds for litter and debris, including parking lots and front and back of facility
- You have left the room set up the way you found it
- You or your caterer have removed all items used during your event that were brought to the facility
- **NO** chairs or tables left outside
- All garbage has been placed in bags and put in the appropriate exterior location
- **DO NOT USE THE FRYER!!!!!!**

CLEANING SUPPLIES AND EQUIPMENT ARE IN THE STORAGE CLOSET IN THE KITCHEN AND ARE THERE TO ASSIST YOU IN CLEANING UP