



BOROUGH OF BEACHWOOD
COMMUNITY CENTER RENTAL APPLICATION
A SMOKE FREE
FACILITY



147 COMPASS AVE. BEACHWOOD, N.J. 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 (1) Day Liquor License, first by Resolution of the Borough of Beachwood Governing Body, and by the N.J. Div. ABC. There is a fee associated with your ABC application payable to N.J. Div. 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 Community Center.

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

Applicant Full Name: _____
PLEASE PRINT - NOTE THE APPLICANT IS THE SOLE RESPONSIBLE PARTY FOR RENTAL AND DEPOSIT REFUNDS ARE ONLY MADE TO THE APPLICANT

Address: _____ Tel. #: _____
 City: _____ Zip: _____ Emergency Tel. #: _____

Agrees to rent the Beachwood Community Center on the _____ Day of _____ 20____

For the following event: _____ and I fully understand that I must comply as follows:

FRIDAY RENTALS - NO ACCESS BEFORE 12:00 NOON ALL FEES MUST BE PAID IN FULL UPON APPLICATION

	Rental	Deposit	Holiday Fee	Total Paid
Non-resident	\$ 1000	\$ 1,000	Add \$150	_____
Resident / Board Emp.	\$ 500	\$ 1,000	Add \$150	_____
Organizational	\$100.00			_____

Non Profit 501c N/C - must provide proof of 501c.

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, set up, 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, ETC. NO TENTS OR BARBECUE GRILLS PERMITTED IN OR AROUND THE BUILDING.

Deposit Refund
 Deposit refunds made to applicant only. Checks received must be in the name of the applicant. Upon return of 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 application event. Process may take several weeks due to meeting schedules.

Cancellation Policy	Re-scheduling fee \$50
Cancellation in advance of 60 days will cost the applicant	\$200.00
Cancellation of 60 days or less will cost applicant	\$250.00
Cancellation of 30 days or less will cost applicant	\$Full Deposit

YOU ARE RENTING THE COMMUNITY CENTER - WHICH INCLUDES IN YOUR AGREEMENT THE PARKING LOT- FRONT AND REAR DECKS - REAR AND SIDE YARDS OF THE BUILDING - AND YOU ARE RESPONSIBLE FOR THEIR CONDITION.

NO SMOKING PERMITTED IN THE FACILITY. OUTDOOR ASHTRAYS ARE AVAILABLE - NOTHING PERMITTED TO BE LEFT OVER NIGHT - THE ROOM MUST BE ABSOLUTELY CLEAR OF ALL PERSONAL ITEMS. CATERERS OR YOUR RENTAL EQUIPMENT IS TO BE REMOVED BY END OF EVENT. ROOM MUST BE RESET AS FOUND BY 1:00 A.M. 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.

- Facility available from 08:00 date of event. Key to be picked up by last business date preceding event during hours 08:30 - 4:00.
- No representative of the Borough will provide access to facility. If keys not picked up and employee called out fee is \$50 and deducted from deposit.
- Applicant must notify Beachwood Police Department no less than 30 minutes before accessing facility.
- NOTHING WILL BE AFFIXED TO WALLS, TILES - WINDOWS - DOORS - FANS OR LIGHTS (SEE REVERSE OF THIS FORM)
- All trash will be placed in containers located outside the kitchen entrance.
- All cleaning requirements noted on the reverse of this form MUST BE ADDRESSED and will be considered when approving deposit refund.
- Deposit refund will be denied, if the Borough must clean up , reset, or discard any items.
- Any damages exceeding the deposit, will be billed to the applicant.
- Failure to return keys in timely fashion (next business day) will cost applicant \$10 each day of failure to return.
- If you have hired a caterer or rented any equipment, everything must be removed by 1:00 A.M. at the end of your event rental.
- Anything left outside the facility will affect the refund of deposit.

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

I, (PLEASE PRINT) _____ acknowledge the items noted on the front and the reverse of this form and understand I am the sole responsible party.

Applicant's Signature: _____ APPLICATION DATE: _____

Date Approved: _____ Resolution #: _____ Refund Approved _____ Refund Denied _____

Deposit Refund Amount: \$ _____

RESOLUTION 2024-344
RESOLUTION OF THE BOROUGH OF BEACHWOOD, COUNTY OF OCEAN, STATE OF NEW
JERSEY AUTHORIZING AN INCREASE OF THE COMMUNITY CENTER RENTAL & DEPOSIT FEES

BE IT RESOLVED by Mayor and Council of the Borough of Beachwood, County of Ocean State of New Jersey hereby authorize the Beachwood Community Center fees to be increased as follows:

- **Resident & Borough Employees**
 - a. Rental Fee from \$500 to \$800
 - b. Deposit Fee from \$500 to \$1,000
- **Non-Resident**
 - a. Rental Fee from \$800 to \$1,000
 - b. Deposit Fee from \$800 to \$1,000
- **Nonprofit Organizations with proof of 501(c)**
 - a. No charge

BE IT FURTHER RESOLVED, that the amended fees will be in effect immediately and all previously booked rentals will remain at the former rate.


BE IT FURTHER RESOLVED, that this resolution will be policy until the Ordinance is updated to reflect said changes.

BE IT FURTHER RESOLVED, that a certified copy of this resolution will be provided by the Office of the Municipal Clerk to each of the following:

- Chief Financial Officer Frederick C. Ebenau
- Jennifer A. Martin, Treasurer
- Susan A. Minock, RMC – Borough Clerk
- TJ Wrocklage, DPW Supervisor

COUNCIL	MOTION	2ND	AYES	NAYS	ABSTAIN	ABSENT
<i>Council President Komsa</i>			X			
<i>Councilman Farro</i>	X		X			
<i>Councilman LaCrosse</i>			X			
<i>Councilman Prince</i>		X	X			
<i>Councilman Santos</i>			X			
<i>Councilman Zakar</i>			X			

I do hereby certify that the foregoing is a true and exact copy of authorization to approve foregoing resolution adopted by the Mayor and Borough Council of Beachwood Borough on September 18, 2024.


 Susan A. Minock, RMC
 Municipal Clerk – Beachwood Borough