



# River Road Rescue Squad, Inc.

District 2, Piscataway, N.J.

## Hall Usage Agreement

User Name: _____
Co-User (if applicable): _____
User Address: _____ State: _____ Zip: _____
User Phone Number: (____) _____ - _____ E-mail Address: _____
Event Type: _____ Date of Event: _____ / _____ / _____

### TO RESERVE:

You, the User(s), have been granted permission to use the second floor of the River Road Rescue Squad, herein known as the “Organization”, building, which consists of a kitchen, dining/dance hall and restrooms. The event to be held on \_\_\_\_ / \_\_\_\_ / \_\_\_\_, commencing at \_\_\_\_\_ and ending no later than 12:00 AM (midnight), is to be attended by no greater than \_\_\_\_\_ people. Unless otherwise arranged, all usage will include one (1) hour for setup, four (4) hours for the event and (1) hour for cleanup.

User(s) must acknowledge:

- An agreement must be signed
- Hall attendance must be limited to fifty (50) attendants with tables and chairs present
- Hall attendance must be limited to one-hundred (100) attendants with **NO** tables or spare chairs present
- The suggested donation for hall usage for the duration of the event, which includes: one (1) hour for setup, four (4) hours for the event and (1) hour for cleanup is **\$350.00**
- A security deposit of **\$250.00** is required upon booking the event
- Hall usages may be extended at a suggested donation of \$75.00 per hour by **PRIOR** agreement
- In no event may tables/chairs/other items be arranged in any manner that obstructs the exits or creates undue hazard to attendants
- A Squad member, herein known as the “Hall Sitter”, will be present for the entirety of the event to oversee all operations of the User(s) as is required by the Organization’s rules

101 Shirley Parkway • P.O. Box 503 • Piscataway, NJ 08854

[www.RiverRoadRescue.org](http://www.RiverRoadRescue.org)

(732) 885-5565



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## **FOOD AND ALCOHOL:**

The User(s) will be completely responsible for supplying any and all food, beverages, tablecloths, serving trays, napkins, dishes, utensils, cups or other supplies needed for the event.

     **Alcoholic beverages will be served** (check if applicable)

The User(s) are responsible for serving any alcoholic beverages and will be responsible for all guests. All applicable laws regarding the serving of alcoholic beverages must be followed. No one under the age of twenty-one (21) is to be served an alcoholic beverage. The present Hall Sitter or any Administrative Officer of the Organization shall have the authority, in his/her sole discretion, to inform the User(s) not to serve anyone whom he/she believes may be or has become overly intoxicated, or becomes abusive in any manner. The Hall Sitter reserves the right to remove any person(s) whom they deem disorderly.

**User(s) Initials:** \_\_\_\_\_

## **PARKING:**

The User(s) understand that parking is prohibited in front of apparatus bays and directly next to the building in the parking lot and/or in any way hinder the Organization's emergency services operations. Violators will be towed at the expense of the owner.

**User(s) Initials:** \_\_\_\_\_

## **REGULATIONS:**

The Users(s) shall agree to not to use the buildings or grounds of the Organization for any activity which may be illegal, immoral or of questionable nature. Firearms and drugs are strictly prohibited from the property.

The Users(s) shall be responsible for all persons who attend the event and shall ensure that all persons act in an orderly, responsible and safe manner. The Organization reserves the right to terminate any event or expel any persons who are deemed unruly, unsafe, illegally or acting with dangerous behaviors, detrimental to the safety of persons or property, including any property owned by the Organization, or who are in violation of any other clause of the agreement, with no rebate or fee. This decision may be made in proxy by the Hall Sitter or by any Administrative officer of the Organization.

**User(s) Initials:** \_\_\_\_\_

## **DONATIONS AND CANCELLATIONS:**

The User(s) agree to pay a sum of **\$350.00** for the duration of the event which includes: one (1) hour for setup, four (4) hours for the event and (1) hour for cleanup. In addition, **\$250.00** shall be paid to the Organization to serve as a Security Deposit at the time of booking. In the event that the event is canceled without two (2) days notice in writing, or damages are made during the event, the Security Deposit shall be retained and by the Organization as liquidated damages.

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The User(s) will also be responsible for any damages caused to the building, appliances or any personal property located on the grounds of the Organization that extend beyond the amount provided in the Security Deposit.

The Security Deposit will be returned only if the following conditions are satisfied:

- Floor swept and trash picked up.
- Lights/fans/appliances switched off
- Garbage placed in dumpster located on property
- Tabletops/sinks/microwave/stoves cleaned
- Furniture repositioned
- No property damage

The User(s) understand the use of nails, thumb tacks, any tapes that leave a residue on the applied surface and/or anything else of the sort, are strictly prohibited in the hall space for securing any items and usage of such will be treated as property damage.

Once the event is held and the remaining clauses of this agreement have been, in the reasonable belief of the Organization, properly executed, the Security Deposit will be applied to any damages OR returned within 15 days by the Organization.

**The User(s) understand that by entering this agreement, they agree to release the Organization, its officers, directors, members and employees (collectively known as “The Organization parties”) from any and all property damage, personal injuries, illness, death resulting from any occurrence or accident that may occur as a result of or arise out of usage or using the described premise by the User(s) or its guests.**

The undersigned hereby agrees to indemnify, defend and hold harmless The Organization Parties against any such claims by any person or entity related to the event.

The total sum for the aforementioned event will be \$\_\_\_\_\_ to be paid in full by the event date prior to the setup of the event.

\_\_\_\_\_  
Name of User (PRINT)

\_\_\_\_\_  
Name of User (SIGN)

\_\_\_\_\_  
Name of Co-User (PRINT)

\_\_\_\_\_  
Name of Co-User (SIGN)

\_\_\_\_\_  
Authorized Organization Representative (PRINT)

\_\_\_\_\_  
Authorized Organization Representative (SIGN)

**Security Deposit:**  
Check #: \_\_\_\_\_

**Hall Usage Donation:**  
Check #: \_\_\_\_\_