

BOROUGH HALL USE

(Revised Feb 2024)

FORM MUST BE SUBMITTED A LEAST 1 WEEK BEFORE YOUR EVENT

DATE OF EVENT: _____ TIME _____ - _____

EVENT: _____

Applicant agrees to pay a security deposit in the amount indicated below, it being understood that the Borough has the right to retain the deposit and charge the applicant for any sum in excess of the deposit to repair or restore the property or premises if necessary.

NAME: _____

ADDRESS: _____

P.O. BOX: _____

PHONE: _____

EMAIL ADDRESS: _____

Applicant agrees not to attach anything to walls, doors, trim, ceiling, paintings.

Signature _____

If you would like to use the rail clip system to decorate for your event, please contact Borough Hall at 609-448-0539, ext. 0.

Reminder: NO "FLUSHABLE" WIPES IN THE TOILET. **Initial** _____

No alcohol is permitted on Borough property during any event. **Initial** _____

There are 29 white chairs and 40 brown chairs for a total of 69 chairs. They are stored in the center closet and all are available for your use. All chairs must be returned to closet after event but **6 WHITE CHAIRS MUST REMAIN IN THE ROOM.** **Initial** _____

Insurance: Certificate of Insurance naming the **Borough of Roosevelt** as an additional insured; to be submitted with your application and include the following:

-General Liability of no less than \$1,000,000 per occurrence combined single limit for bodily injury and property damage with \$2,000,000 general aggregate.

-You may obtain insurance however you choose. Another option is to purchase "TULIP" (Tenant Users Liability Insurance Policy) coverage from gatherguard.com (use the Venue Code 4990-300 for Roosevelt).

SIGNATURE

DATE

\$300 DEPOSIT – WILL BE RETURNED IF COUNCIL ROOM, KITCHEN AND RESTROOM ARE LEFT CLEAN AND IN SATISFACTORY CONDITION. **Initial** _____

Cash _____ Check# _____

CHECK LIST – AFTER YOUR EVENT:

-Tables and chairs must be wiped down. All chairs must be returned to the closet. Six white chairs should be left out in the room.

-Kitchen counters must be wiped down. Microwave should be left clean.

-Do not leave any food or drinks in the refrigerator.

-Bathroom must be left clean.

-Recyclables go in the blue recycling can next to the piano. Empty plastic water bottles do not go in the trash.

-There is a broom and dustpan in kitchen should you need it for the floors.

-The front door needs to be locked when your event is over. Lights should be turned off, including in the restroom.