



# RESCUE & PARSIPPANY RECOVERY



Post Office Box 45, Lake Hiawatha, NJ 07034

Tel: 263-0660 Fax: 263-9232

## Hall Rental Form

I(We) \_\_\_\_\_ agree to the following terms and conditions for rental/use of the Parsippany Rescue and Recovery hall in  Lake Hiawatha or  Lake Parsippany.

### GENERAL

I (We) are responsible for the conduct of my/our guests. With the exception of typical wear and tear, I understand that I/We are liable for any damage to the facility, equipment, or property as the result of my/our event. I/We also understand that failure to meet all rental conditions will void my/our rental agreement and that the Parsippany Rescue and Recovery hall may reschedule and use the hall on my/our scheduled event date.

I/We agree that we have rented the hall from \_\_\_\_:\_\_\_\_ am pm until \_\_\_\_:\_\_\_\_ am pm.

I/We agree that NO person under 21 years of age will be served any form of alcoholic beverage. I/We also understand that if any of my/our guests provide any person under 21 years of age with an alcoholic beverage that I/We will be held responsible for their actions.

I/We understand that I/We are responsible for the cleanup of all decorations. No nails, staples or permanent adhesives can be used to decorate the hall. The hall must be returned to the same condition as when it was taken. ABSOLUTLY NO SMOKING ANYWHERE IN THE BUILDING. The kitchen is to be cleaned and restored to the state in which it was found. All dishes, utensils are to be cleaned and put away. Counters and floors and appliances are to be cleaned and dried.

### RESERVATION DEPOSIT

An advance deposit of \$200.00 is required to guarantee the Hall reservation and to cover cancellation, damages and other costs such as special cleaning or lights or heat left on. My/our request date is not held for my/our use until Parsippany Rescue and Recovery receives the deposit. This deposit is NOT TRANSFERABLE to another date.

At the discretion of Parsippany Rescue and Recovery, this amount may be partially or fully refunded due to unusual circumstances. The total amount of the hall rental is due on the day of the rental before you use the hall. The cost of any and all repairs and replacements caused by my/our guests will be added to your final bill.

### HALL RENTAL FEE

Hall Rental Fee: \$350.00. The fee for the use of the hall is due prior to the start of my/our event.

### CLEANUP

Clean up of all decorations is required after the event has ended. Parsippany Rescue and Recovery is responsible for cleaning the floors and removing the tables and chairs used for the event.

### DECORATIONS

Decorations may only be hung with easy to remove tape. Absolutely NO spray crazy-string, confetti, or any type of glitter may be used.

### SEATING

Tables and chairs will be provided for seating in the hall up to (and not above) 90 persons.

Renters Signature \_\_\_\_\_ Printed Name \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Driver's License# \_\_\_\_\_ State of Issue \_\_\_\_\_