

APPLICATION FOR USE OF THE RIEGEL RIDGE COMMUNITY CENTER FACILITIES

Riegel Ridge Community Center  
910 Milford-Warren Glen Rd.  
Holland Township, Milford, NJ 08848  
Phone: (908)995-9260, FAX: (908)995-9284

APPLICANT: (must be person in charge of event, must be at least 21 years of age)

NAME: \_\_\_\_\_

ORGANIZATION NAME: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Daytime Contact Phone #: \_\_\_\_\_

Home Phone # \_\_\_\_\_

Cell #: \_\_\_\_\_

DATE OF USE: \_\_\_\_\_

TYPE OF EVENT/AFFAIR: \_\_\_\_\_

PRIVATE USE: \_\_\_\_\_ NON PROFIT USE: \_\_\_\_\_ FOR PROFIT USE: \_\_\_\_\_

Estimated # of Participants: \_\_\_\_\_

Will ALCOHOL be served: \_\_\_\_\_ If alcoholic beverages are being sold an application for permit must be filed with the State of New Jersey. No one under the age of 21 will be allowed to attend event or activity while alcohol is available. Copy must be on file with this application \_\_\_\_\_ (on file)

HOURS OF RENTAL: \_\_\_\_\_

Extra hours needed for set up and clean up: (to be charged at set up rate)

\_\_\_\_\_

ROOMS RESERVED FOR THIS EVENT:

\_\_\_\_\_

Special provisions/requests and any additional fees to be charged:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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Total Due \_\_\_\_\_

Amount Paid \_\_\_\_\_ Date \_\_\_\_\_ Employee Initial \_\_\_\_\_

Amount Owed \_\_\_\_\_

Amount Paid \_\_\_\_\_ Date \_\_\_\_\_ Employee Initial \_\_\_\_\_

Requirements: 50% of total rental fee must be provided at signing of contract, along with copy of certificate of homeowner's insurance and a separate security deposit check in the amount \$150.00. Balance of rental fee must be paid in full no later than 30 days prior to event in order to prevent cancellation of rental at RRCC. All rentals booked 30 days or less prior to date of event will be required to pay the entire rental fee at signing of contract.

Application is hereby made to use the Riegel Ridge Facility as specified above. I agree on behalf of myself and/or my organization as the contact person, that all members and guests will observe all regulations and that I/we individually, and/or as an organization will assume full financial responsibility for any and all damages done to the Riegel Ridge Community Center property during the above indicated period(s) of use. I/we agree that our organization and/or I will at all times hereafter, indemnify the above-named facility against any loss, damage, or expense of any kind, which said facility may sustain or incur because of use of the above described building by our organization, and I/we will further hold said facility harmless for loss of any kind in connection therewith.

\_\_\_\_\_  
Renter:

\_\_\_\_\_  
RRCC Director: