



South Plainfield Emergency Medical Service

South Plainfield Rescue Squad, Inc.
2520 Plainfield Avenue, South Plainfield, New Jersey 07080

Renter Name:		
Renter Address:		
Renter Phone #:		Alternate Phone #
Date of Rental:	Type of Event:	
Let in time:	Event Start time:	Event Exit Time:
Approximate # of people:		(Maximum of 90 people)

The renter agrees to the following General Terms and Conditions:

- 1) Pay for any and all damages (inside and outside) caused by any person attending your event. It is your responsibility to have your guests act in a responsible and safe manner.
- 2) NO decorations of any type will be allowed to be taped, pinned, stapled or otherwise attached to the ceiling or walls.
- 3) NO confetti, rice, rose petals or similar items allowed at any time.
- 4) All parties will end no later than 11pm. All cleaning and people shall be off premises no later than 11:30pm
- 5) Contract Deposit (Payment #1) must be paid in cash and received by the date indicated to validate the contract; deposits are **NON-REFUNDABLE**.
- 6) The maximum amount of people allowed in the Hall at any point is 90 people as per the New Jersey Uniform Fire Code. If overcrowding is determined and penalties are issued by the Office of the Fire Marshal all penalties are the responsibility of the renter.
- 7) There will be NO selling of tickets. Hall Rental events are invitation ONLY.
- 8) DJ's and bands must follow house rules as to the sound levels and activities. NO smoke machines are permitted.
- 9) Rental hours are as follows:
 - a) 1 ½ hours for setup.
 - b) 4-hour event.
 - c) ½ for cleanup.
 - d) TOTAL of 6 hours for the entire event.**

Scheduled additional hours can be approved at the rate of **\$50** for each half hour.
All additional unscheduled time overages will be billed at **\$100** for each half hour.
- 10) Renter cleaning responsibilities
 - a) Clean all tables, counter tops, sink and kitchen area.
 - b) Sweep and mop all floors (Hall, restrooms, and kitchen)
 - c) Empty all trash cans and replace liners (Hall, restrooms, kitchen)
- 11) All guests must be off premises within 30 minutes of the end time of the event.

- 12) Liquor can be brought in with prior approval, if liquor of any type is brought in without prior approval the event will be ended immediately.
- 13) Any person under the age of 21 or an adult who permits consumption of alcoholic beverages by anyone under 21 will be asked to leave the premises. The South Plainfield Rescue Squad reserves the right to terminate and/or end the event should this take place.
- 14) The South Plainfield Rescue Squad and/or its agents will NOT be held responsible for the personal property of any guests, hired person or individual attending the event.
- 15) South Plainfield Rescue squad is not responsible for mechanical equipment failures including but not limited to heat, AC, Sewer, Ice machine, stove/oven, or refrigerator.
- 16) Any items left in the refrigerator, hall or outside area after the event will be disposed of.
- 17) **NO Smoking** of any kind, including tobacco, vaping and/or marijuana use within 100 feet the South Plainfield Rescue Squad building.

Will alcohol/liquor be served or provided during the event?	YES	NO
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Rental Rates and Fees:

\$ 200 **Payment #1 –Contract Deposit (NON-REFUNDABLE)**
 Due at contract signing to secure your date and booking.
*Payment must be paid in **CASH ONLY.***
Date Received :

\$ 350 **Payment #2 – Venue Rental Rate**
 Remaining Venue Rental Fee. Due 30 days prior to the event date.
Payments can be paid via cash, check or Credit Card.
Date Received :

Cancellations – All cancellations must be in writing and received at least thirty (30) calendar days prior to the rental date hereinabove to receive a refund of the Venue Rental Rate (Payment #2). There are no refunds for the contract deposit, Payment #1 in NON-Refundable.

By signing below I have read, understand and agree to ALL General Terms and Conditions.

Renter Signature : _____ **Date:** _____

Rescue Squad Representative Signature : _____

Credit/Debit card authorization form for damages	
Credit Card Information	
Type of card: <input type="checkbox"/> Visa <input type="checkbox"/> Mastercard <input type="checkbox"/> Discover <input type="checkbox"/> AMEX	
Card Number:	
Card Security Code:	Expiration Date (mm/yy):
Card Holder Name (as shown on card):	
Card Holder Zip Code (from credit card billing address):	
By signing above I authorize the South Plainfield Rescue Squad to charge my Credit Card for services, damages and/or losses as a result from the rental party. Any losses will be billed at the rate charged by a contractor for repairs. Renter will be notified before any charges are made.	