

# **BOROUGH OF BARRINGTON**

## **VFW HALL RENTAL INFORMATION**

- Cost to rent the VFW Senior Community Center Hall is \$350 for a five-hour rental.
- All renters that will have alcohol must provide a certificate of insurance from their homeowner's policy showing Host Liquor Liability and naming the Borough of Barrington as additional insured. If the renter prefers, they can purchase a one-day policy through the TULIP program. Information on that is attached.
- Rental includes tables and chairs, soda and ice. Renter provides all paper products, food and alcohol. All alcohol must go behind the bar. Also all items brought in are to be removed at the end of the event. No food or alcohol can remain in the hall.
- The hall comfortably holds 100 people. Tables are five-foot round tables and take 78" round tablecloths.
- Hall manager, John Crawford, opens the hall, sets up tables and chairs and works as the bartender during the event. He also closes and cleans the facility after the event ends.
- Renter can make arrangements to see the hall in advance with John Crawford. Renter also coordinates with John as to opening the hall so renter can get in to set-up and decorate. John's number is 856-982-8058.
- Renter must complete the rental agreement and hold harmless. Completed paperwork along with the \$100.00 down payment is required to lock-in the rental. The balance of the rental and the evidence of insurance must be received one week in advance of the rental. Checks are payable to the Borough of Barrington and can be mailed to the address shown below.
- The VFW Senior Community Center is located at 109 Shreve Avenue, Barrington, NJ, 08007.

**BARRINGTON VFW SENIOR COMMUNITY CENTER RENTAL AGREEMENT**

- 1. RENTER NAME \_\_\_\_\_
- 2. RENTER ADDRESS \_\_\_\_\_
- 3. PHONE NUMBER \_\_\_\_\_
- 4. EMAIL ADDRESS \_\_\_\_\_
- 5. DATE OF RENTAL \_\_\_\_\_
- 6. HOURS \_\_\_\_\_
- 7. TYPE OF EVENT: \_\_\_\_\_
- 8. ANTICIPATED NUMBER OF GUESTS: \_\_\_\_\_

**Rules and Regulations**

- 1. Renter must remove all equipment/supplies from building immediately after event.
- 2. Renter must clean all countertops and tables leaving the room as they found it. All trash is to be removed to the dumpster behind the building.
- 3. Cooking with open flames is not permitted with the exception of the use of crock pots, electric food warmers and sterno—no microwaves may be brought in.
- 4. Smoking is not permitted in the building—SMOKING OUTSIDE IN DESIGNATED AREA ONLY.
- 5. Alcohol is permitted after execution of Hold Harmless Agreement and providing the REQUIRED EVIDENCE OF INSURANCE. All alcohol must be located at the bar so the bartender can monitor consumption.
- 6. Decorations are permitted but no tacks, nails or staples are permitted.
- 7. Tables must be covered with paper or cloth covers but not stapled to the table.
- 8. The Borough is not responsible for loss or theft of personal items from the building or vehicles.
- 9. Rental fee is \$350.00 for five hours including set-up and clean-up.
- 10. All tables and chairs must be returned to original locations and all food, trash and recycling properly disposed.
- 11. Any renter who does not provide evidence of insurance will not be permitted to have alcohol at their event.
- 12. Deposit of \$100.00 is required to book rental. Balance of rental fee and insurance information is due one week before rental.

By signing below, renter agrees to all rules and regulations and to be responsible for condition of facility and proper behavior of guests.

\_\_\_\_\_  
Renter

\_\_\_\_\_  
Date

\_\_\_\_\_  
For the Borough

Deposit paid: \_\_\_\_\_ Balance due: \_\_\_\_\_ Due date: \_\_\_\_\_

**HOLD HARMLESS AGREEMENT—BARRINGTON VFW SENIOR COMMUNITY CENTER**  
(must be signed by individuals/organizations using municipal facilities)

BETWEEN THE BOROUGH OF BARRINGTON AND

\_\_\_\_\_  
Name of Individual or Group renting the facility (hereinafter referred to as "Renter")

\_\_\_\_\_  
Address

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Type of Organization (Individual, Partnership, Non-Profit Corporation, Corporation, Public Entity)

In consideration of the use of Barrington VFW Senior Community Center on the following date: \_\_\_\_\_ for the purpose of \_\_\_\_\_, the undersigned agrees to indemnify and hold the Borough of Barrington and its officers, agents and employees, harmless from any and all liability, claims, costs and attorney's fees arising out of the use of the property referred to above.

I understand that this Hold Harmless Agreement also requires that the Borough of Barrington is indemnified from any losses or damages resulting from the acts or omissions from any guest, participant, visitor or other person attending the event herein referred to. In order to induce the Borough of Barrington to accept this Hold Harmless Agreement, the following information concerning the intended use of the premises is furnished:

- a. Alcoholic Beverages will \_\_\_\_\_ or will not \_\_\_\_\_ be consumed. All alcohol must be located at the bar so the bartender can monitor consumption.
- b. Total number of persons anticipated is \_\_\_\_\_.
- b. Live entertainment will \_\_\_\_\_ or will not \_\_\_\_\_ be provided.
- d. Other \_\_\_\_\_.

This Agreement shall remain in full force and effect for any continued, additional or postponed date for the event indicated.

The municipality reserves the right to cancel or interrupt the event if the representations set forth herein are not adhered to or if the municipality determines that a situation that might lead to personal injury, property damage or violation of law exists.

Signed this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_

\_\_\_\_\_  
Authorized Signature of Renter

\_\_\_\_\_  
Witness

**BOROUGH OF BARRINGTON  
TENANT AND USERS LIABILITY INSURANCE PROGRAM (TULIP)**

**Instructions to purchase required insurance for VFW Senior Community Center rentals**

An insurance policy for host liquor liability is required for all VFW Senior Community Center rentals that will be serving alcohol. You can purchase a one day rider through your homeowner's policy or you can purchase coverage through the TULIP program. If you purchase a rider through your homeowner's policy, the **Borough of Barrington must be named as Additional Insured and the certificate must state it includes host liquor liability.**

To purchase a one-day rider through the TULIP program, the following are the instructions.

Website: [www.onebeaconentertainment.com](http://www.onebeaconentertainment.com)

Click on TULIP Event Insurance (middle of screen on the right). Click on Purchase or Quote.

Enter the Venue ID Code: GNTI ALC and hit Enter

Below you will see the fields completed with our name and address. Click NEXT.

Complete the rest of the application. Use the drop-down menu to select your event type.

Answer the remaining questions. In most cases, the answers will be No.

Click on the date of your event on the calendar.

Give your event a name. You can use your last name and the type of event. For example, Smith anniversary party, Jones birthday party, etc.

Enter the number of attendees.

The bottom questions will all be 0. Click on GET QUOTE.

For typical parties, the premium will be around \$105.00. Complete the rest of the screen with your information.

Review and Confirm all the information is correct. Agree & Accept at the bottom of the screen.

It will bring up the details about the coverage. Click on PURCHASE COVERAGE and enter your payment information. Once the payment has been approved, we will automatically receive evidence of the coverage.

***Note—this coverage must be purchased no less than one week prior to your rental. If we do not receive evidence of the coverage one week before your rental, your rental will be cancelled.***