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***The Kennedy Center Banquet Hall***

**429 John F. Kennedy Way, Willingboro, NJ 08046**

**Tel: (609) 877-2200 ext. 1115 FAX: (609) 871-6990**

**Banquet Hall Rental Agreement**

Event Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Event Time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ # of Guests: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Event Type/ Description: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Will alcohol be served? \_\_YES \_\_NO

Food: □Bringing Own □Caterer □Other

Organization Name (if applicable):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Person: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone (H):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone (C):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ State: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Zip: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-Mail:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Set Up Instructions:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Make checks payable to: *Willingboro Township***

􀃀 **Please return the $100 holding deposit fee and Facility Insurance Waiver form to reserve the above date & time.**

􀃀 **$500 refundable security deposit is due within (1) week of event. This is for cleaning & damages. Cash or CC# required.**

􀃀 **A certificate of insurance must be presented at least (3) days before your event. You can obtain this from your homeowner’s/rental insurance,** [**www.eventinsurancenow.com**](http://www.eventinsurancenow.com)**, www.privateeventinsurance.com or another carrier of your choice.**

􀃀 **Hall Closing Hours:** Sunday – Wednesday 10:00 p.m. / Thursday 11:00 p.m. / Friday & Saturday 12:00 a.m.

**\_\_\_Full Hall Rental (8 Hours) - $1750 / Half Hall Rental (5 Hours) - \_\_\_$700 – (A) Front Side \_\_-$600 – (B) Skylight Side**

**\* Additional Hours - $50 per hour after the initial (8) hours. Initial hours include the set-up time.**

**\*Wedding rates may vary**

**\*Birthday Party fees for ages 16-21 years - $200 (can be waived by the Banquet Facilities Coordinator)**

**\*Balance Due (must be paid (2) business days prior to the event)**

**I hereby have read and accept the terms and payment policies explained in this Agreement as well as the conditions outlined in the Conditions of Contract.**

**Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_ Received by: \_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_**

(Event Organizer/ Contact Person)

□ **Check here if you have a diagram of a specific set-up request on the reverse side – we will try to accommodate but will not guarantee exact replica.**

**\_\_\_\_Podium \_\_\_\_Microphones\* \_\_\_\_Screen & Projector\* \_\_\_\_Bar \_\_\_\_\_Dance Floor \_\_\_\_ Buffet Tables \_\_\_\_DJ Table**

**\*Screen & Projector and Microphones are only available with the Full Hall Rental or Side (B) Skylight**

**\*Lounge areas are only available with Full Hall Rental or Side (A)**

**Turn Over**

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***BANQUET HALL WAIVER OF LIABILITY***

Date of event: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, hereby agree to indemnify, defend

*(name of organization or individual)*

and hold harmless, The Kennedy Center Banquet Hall and its employees from and against any

and all losses, claims, damages, liabilities, injury, compensation, expenses including but not

limited to attorneys’ fees incurred by The Kennedy Center Banquet Hall, which arise from the

use of the facilities by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, it’s members, guests or invitees

*(name of organization or individual)*

that results in personal injury, death or property damage. In no event will The Kennedy

Center Banquet Hall be liable for special indirect or consequential damages arising out of, or in

connection with, the rental of the facility rendered under this agreement.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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􀃀 **Conditions of Contract:**

A. **DEPOSIT**: Deposits are required on all banquet hall rentals. A reservation date will be confirmed only upon receipt of a deposit. Until your Banquet Hall Rental Agreement and deposit are received, no reserved date can be assumed and prices may be subject to change until that time. **The booking deposit required to reserve your date is $100. *Should you choose to cancel your event the booking fee is non-refundable or you will be given an in-house credit*. There is an additional *refundable* $500 damage/cleaning fee required. This payment can be made with a check or credit card. This will be refunded within (5) business days once a full inspection of the premise has been completed and there is no damage done and cleaning was adequate.**

B. **HALL RENTAL**: All hall rentals are for (8) hours, which includes your setup and breakdown time. Additional hours for set-up are available for an extra $50 per hour fee. The full amount of the hall damage/cleanup fee will be refunded as long as there is no damage, table & chairs are cleaned, decorations are removed, kitchen is cleaned, trash is removed, no food on floors and hall returned to the original, clean condition. **We are not responsible for items/merchandise that may be left behind.**

C. **HOURS OF OPERATION**: The banquet hall closes at 10:00 p.m. Sunday through Wednesday, 11:00 p.m. Thursday, and 12:00 a.m. Friday and Saturday. **NO ADDITIONAL TIME CAN BE PURCHASED BEYOND MIDNIGHT**.

***All client guests are to exit the banquet hall and building premises promptly at the end of the event. No lingering/loitering will be permitted. This will be enforced by security.***

D. **TABLES**: The tables available for hall set-up are 60” round and seat (8) people. Table and chairs are set-up according to client’s layout, if provided. Table and chairs can only be moved by The Kennedy Center Banquet Hall staff. 6ft. tables will be available for buffet, DJ, dessert, beverage, cake, and additional miscellaneous areas. **The facilities tables and chairs must be used.**

E. **POLICE DETAIL**: A police detail may be required for birthday parties ages 16 to 21 and graduation parties, unless we determine otherwise. This is at the discretion of the facilities coordinator. The facilities coordinator reserves the right to request police detail for events. We require a (7) day notice to make arrangements with the Willingboro Police Department. **There will be a fee** **charged to the client**.

F. **SMOKING**: No smoking is allowed on the premises.

G. **PAYMENT**: Balance of payment is **due (2) business days prior to the event**. Accepted forms of payment are: Cash, Visa, MasterCard, Check or Money Order.

H. **LIABILITY INSURANCE**: Client shall obtain comprehensive general liability insurance in the minimum limits of $1,000,000 each person, $1,000,000 each occurrence, and $50,000 property damage covering the day of the event. A certificate of insurance naming **Willingboro Township Recreation and** **Parks, 429 John F Kennedy Way, Willingboro, NJ 08046** as an additional insured on the policy shall be provided to The Kennedy Center Banquet Hall at least (3) business days before the date of the event. Event day insurance can be obtained from your homeowners/rental insurance, [www.eventinsurancenow.com](http://www.eventinsurancenow.com), [www.privateeventinsurance.com](http://www.privateeventinsurance.com) or another carrier of your choice.

I. **ALCOHOL**: The Kennedy Center Banquet Hall does not have an alcohol license. Only persons holding the appropriate permits and are pre-approved by The Kennedy Center Banquet Hall will be authorized to serve alcohol. If there is a fee for your event and/or a fee for alcohol being served you will be required to obtain a permit. The caterer can obtain a caterer permit or you may be required to obtain a social affair permit. All permits must be applied for at least 21 days prior to your event. Any further questions pertaining to alcohol permits can be directed to the **New Jersey Division of Alcoholic Beverage Control website or by calling 609-984-2830**.

Turn Over

J. **ALCOHOL cont’**: BY LAW, NO ONE UNDER THE AGE OF 21 MAY CONSUME OR TASTE ALCOHOLIC BEVERAGES. The client agrees and warrants that there shall be NO CONSUMPTION OF ALCOHOL BY PERSONS UNDER AGE 21. The client shall monitor all service, if any, of alcohol and understands that the client is solely liable for the consumption of any alcohol by any person on the premises and that such liability shall extend to any aspect regarding the consumption of alcohol. No alcohol is permitted anywhere outside of the building. The Kennedy Center staff reserves the right to ask for id from anyone they deem are underage and are consuming alcohol. The consumption of the alcohol would need to cease immediately.

K. **KITCHEN**: The kitchen is available for service of catered or prepared foods only. All food brought in must be fully prepared. Use of kitchen is for set-up and serving only. Kitchen must be returned to the original clean state it was found. Fees may be charged if this is not honored.

L. **PREFERRED CATERING VENDORS**: Catering vendors on our Preferred Catering List have agreed to the terms and conditions of their agreement with The Kennedy Center Banquet Hall. – **This is** **currently not applicable.**

M. **OUTSIDE CATERERS**: All outside caterers are subject to the approval of The Kennedy Center Banquet Hall and must supply a copy of their catering license as well as a Certificate of Insurance naming Willingboro Township Parks and Recreation as the party insured for the date of the event. Any supplies needed for the event must be provided by the caterer. The kitchen is available for service of catered or prepared foods only. All food brought in must be fully prepared. Use of kitchen is for set-up and serving only. **Outside caterers must be made aware of all conditions of this rental and will be expected to abide by them. We are not responsible for ANY items/merchandise that may be left behind.**

N. **SET-UP**: The banquet hall will only be available for set-up and decoration one hour prior to the event.

Special arrangements must be made for any items that must be delivered to the banquet hall in advance. The client is responsible for someone to be at the hall for all deliveries. The Kennedy Center staff is not responsible for these items/merchandise. **If extra time is needed for decorating purposes, additional hours may be purchased for $50 per hour and that time must be coordinated through the Kennedy Center Banquet Hall coordinator.**

O. **CLEAN UP**: The client will have 30 minutes to clean and vacate the premises. This time begins 15 min prior to the end of your event and ends at 15 min after your event. **Please govern your time accordingly, however if you need to** **purchase additional time for cleanup you may do so at $50 per hour**. **However**, **NO ADDITIONAL TIME CAN BE PURCHASED BEYOND MIDNIGHT. Unsatisfactory clean up will result in fees being incurred and taken from your $500 fee.**

P. **DECORATIONS**: All displays and decorations proposed by the client shall be subject to the approval of The Kennedy Center Banquet Hall. **We do not allow confetti, sparkles, rice, birdseed, glitter or any other substance of that nature to be thrown or sprinkled within the banquet hall, lobby or building areas. No candles other than battery operated tea lights can be used due to fire liability.** No tape, nails or staples can be used on building surfaces. Decorations and entertainment are the responsibility of the client.

Q. **TRASH**: Client will remove all trash from the tables and place into the trash cans.

R. **DAMAGES**: The hall is expected to be left in the condition you rented it. All decorations and trash must be removed entirely at the completion of the function. The person on duty will inspect the rooms for cleanliness, wall or door markings, markings on tables or chairs and markings in the restrooms. Liability for damage to the premises will be charged accordingly, approximately 7-10 days after the event.

S. **WAIVER OF LIABILITY**: A use of facilities waiver of liability must be signed prior to the start of the event to indemnify The Kennedy Center Banquet Hall from any claims that may be filed in conjunction with your event. The Kennedy Center Banquet Hall staff along with our building security staff reserves the right to inspect and control all events. The Kennedy Center Banquet Hall will not assume responsibility for injuries or personal property and equipment brought onto the premises.