



**CHERRY HILL TOWNSHIP
FACILITY/HISTORIC GROUNDS USE RENTAL POLICY
(AS PER ORDINANCE 2010-20)**

Cherry Hill Township is pleased to make select meeting space and historic grounds available for rent. This includes the Carman Tilelli Community Center, Art Center at Croft Farm and the historic grounds of both the Barclay Farmstead Museum and Croft Farm. Given the distinct nature of the sites, the Township's regulations and fees detailing facility/grounds rentals are detailed in two sections:

- **Section I: Meeting Space**
- **Section II: Historic Grounds**
- **Application**

The primary purpose of Cherry Hill Township's facilities/historic grounds is to support Township programs and activities. Accordingly, Township sponsored programs and the programs of the Township's affiliated organizations will always be given first priority in the use and/or reservation of the facilities/historic grounds.

SECTION I. MEETING SPACE

Responsibility:

The individual and/or organization to whom the use of premises is granted shall assume full liability for the damage to any Township property. The user also shall assume full liability for the preservation of order at all times on the premises and for the observance and enforcement of all regulations, herein stated or as posted on any of the premises.

The signer of this application shall have or represent full authority or is a regularly appointed executive officer for the organization applying for use of facilities and shall agree to all terms herein.

Cherry Hill Township shall not be liable for any injury to persons sustained in connection with the use of its meeting rooms as granted under this application.

Regulations:

1. All requests for the use of facilities must be made through the offices of the Cherry Hill Township Recreation Department (CHTRD) by way of Facility Use Application.
2. Facility use is granted solely by the authorized representative of the Township of Cherry Hill. The Township reserves the right to change the regulations and/or rental fees as needed to accommodate extra ordinary circumstances.
3. The Township of Cherry Hill reserves the right to refuse use of facilities when it determines that the meeting/event would not be one traditionally held in a designated public forum or would jeopardize the welfare of the community.
4. Any Township activity shall have priority in the use of all facilities/grounds. The facilities/grounds may be used only and in such a way that said use will not interfere in any way with the Township's policies.
5. The applicant shall use only those facilities listed on the applications as approved for the date(s) and at the time(s) designated. All facilities, services or equipment must be listed on the application. Any changes must be approved by the Township of Cherry Hill at least two weeks prior to the scheduled start of the event.
6. The following specific regulations and restrictions are to be adhered to:
 - a. The use or presence of alcoholic beverages is prohibited.
 - b. The smoking of tobacco products is prohibited at all times.
 - c. No alterations to any part of any facility shall be permitted except as performed by Township of Cherry Hill personnel.
 - d. Use of decorations, scenery, flags, sound effects, electrical and/or mechanical equipment in any facility must be approved by the Township of Cherry Hill at least two weeks prior to the scheduled start of the event.
 - e. Sponsoring organizations shall be required to pay the cost of supplementary security personnel as well as police assistance for traffic control when it is deemed necessary by the Township of Cherry Hill.
7. The applicant shall:
 - a. Be responsible for care in the use of the property.
 - b. Be in attendance at all times during the use of facilities.
 - c. Supply all personnel and equipment necessary except those specifically listed on the application; additional equipment needs will be reviewed by the Township of Cherry Hill.
 - d. See that premises are vacated promptly and at the time specified on the application.
 - e. Be responsible for leaving the facility in the same condition as prior to its use.
 - f. Be responsible for payment of any rental fees two weeks prior to the scheduled date, any additional charges incurred will be deducted from security deposit.
8. Upon approval of the application, representatives for sponsoring groups are expected to meet with the CHTRD to review facilities and set up.

9. A custodian is required by the Township of Cherry Hill to be in attendance as a representative of the Township for the purpose of maintenance and inspection. Their services are not at the disposal of the sponsor. If additional services are required by any organization during or after use of the facility, the organization will be billed accordingly (see schedule of fees).
10. Custodial time sheets shall be signed by the representative of the group and the custodian on duty. This form shall list all the personnel and their hours worked and indicate all the facilities used by the group on the form. This shall be presented as close as possible to the departure time of the group. Set up and clean up time will be part of time billed in accordance with the schedule designated by the Facility Use Application.
11. All payments shall be made by check, payable to **Cherry Hill Township**.
12. A certificate of insurance showing minimum limits of \$1,000,000.00 per loss for general liability. The certificate should name the authority as an additional insured and must be received prior to granting use of the facilities. Compliance with this requirement is mandatory and is not negotiable.
13. Individuals or groups shall comply with the Uniform Fire Code. Please contact the office of the Fire Marshall at 856-795-1340.
14. Individuals or groups may not use the Township's name, address or telephone as their official address or contact information.
15. Individuals or groups may not publicize their activities in such a way as to imply Township sponsorship. All publicity must explicitly state that Cherry Hill Township does not endorse the policies, beliefs, or activities of the sponsoring group.
16. Use of the facility shall not conflict with normal operation of the Township of Cherry Hill sponsored meetings, programs, or activities.
17. Failure to comply with the foregoing regulations may constitute cause for refusal of permission to use Township facilities at any time.
18. All questions, concerns or comments related to the use of facilities should be directed to:
Cherry Hill Township Recreation Department
820 Mercer Street
Cherry Hill, NJ 08002
Or call 488-7868

Denial of Facility Use Privileges

1. No group will be permitted use of a facility if that use poses a potential disturbance to the normal operation of the Township (e.g. excessive noise, a safety hazard, or a significant security risk).
2. Failure to comply with the foregoing regulations may constitute cause for refusal of permission to use Township facilities at any time.

Disclaimers:

1. Permission to use a facility does not imply Township endorsement of the goals, policies or activities of any individual and/or organization.
2. The Township is not responsible for loss or damage of equipment, supplies, materials or any personal property owned by those sponsoring or attending meetings at the any of the Township's meeting rooms. In addition, the Township of Cherry Hill, its officers,

agents and employees are not to be held liable for any and all claims of injuries, including death, damages or loss, which may arise in connection with a meeting held on Township property.

Reservation of Indoor Facilities:

The Township of Cherry Hill offers the following facilities available for reservation in accordance with the reservation guidelines set forth herein:

1. *Carman Tilelli Community Center*, 820 Mercer Street, Cherry Hill, NJ 08002
 - Large Meeting Space
 - Kitchen Facilities
 - Tables and Chairs
 - Restrooms

2. *The Arts Center at Croft Farm*, 100 Bortons Mill Road, Cherry Hill, NJ 08034
 - Large Meeting Space
 - Tables and Chairs
 - Restrooms
 - Screen

Rental Fees: (specifications listed in Ordinance)

Rental fees are assessed for each facility based on time, staffing and equipment availability. A minimum charge of four hours is required for all rentals in our facilities. In addition to the rental fee a security deposit of \$100.00 will be due upon confirmation of each rental. The security deposit will be returned in full, in partial or not at all pending the condition of the facility at the end of the rental period.

Weekday: Monday – Thursday from 5:00 am – 10:00 pm.
Residents- \$50 per hour with a minimum of two hour rental
Non-residents- \$65 per hour with a minimum of two hour rental
Additional time will be billed at a rate of \$75 per hour

Weekend: Friday from 5:00 am – 10:00 pm.
Saturday & Sunday from 9:00 am - 10:00 pm.
Residents- \$150 per hour with a minimum of a four hour rental
Non-residents-\$175 per hour with a minimum of a four hour rental
Additional time will be billed at a rate of \$200 per hour

Sound & Technician: If the Township sound system is required an additional fee of \$100.00 per event will be required.

- Additional Fees may be required base upon the request made for each event that may include but not limited to on site security, parking staff, or event coordinator(s).

SECTION II. HISTORIC GROUNDS

Cherry Hill Township (hereafter CHT or “Township”) owns and operates two historic properties, Barclay Farmstead (c. 1816) and Croft Farm (c. 1740), both listed on the National and New Jersey Registers of Historic Places. Barclay and Croft represent the Township’s rich history and agrarian roots. The Township is pleased to offer seasonal rentals of the grounds of both sites, offering guests a private, secluded setting for outdoor occasions, set against a unique, historic back-drop.

SCHEDULE:

1. **Capacity.** The grounds of both the Barclay Farmstead and Croft Farm can accommodate up to 200 guests.
2. **Duration.** Rentals are for up to eight (8) hours in length. This includes ample time for the event as well as set-up and clean-up. A typical event would include three (3) hours for set-up, a four (4) hour event and one (1) hour for clean-up. The function must be concluded by 10 pm (not including clean-up). If the function extends beyond eight (8) hours, the Client will be charged an additional fee of \$300/hour.
3. **Availability.** Rentals are available April 15 – October 31, with a maximum of two (2) events per month to minimize wear and tear on the grounds. Rentals are not available the weekend(s) of site-specific events (For example, Living History Day at Barclay Farmstead and Harvest Festival at Croft Farm).

FEES:

1. **Site Rental Fee.** A site rental fee of \$1,500.00 for residents and \$1,750.00 for non-residents, payable to Cherry Hill Township, includes an eight (8) hour rental, two (2) hours advance access to the property within one week of the event and a Township Maintenance employee for the duration of the event.
2. **Overtime.** All events are to be concluded by 10 PM, with at least a one (1) hour allowance for clean-up. Should the event and/or clean-up run longer, an overtime fee of \$300.00/hour will be charged to the Client. In addition, the on-site Attendant will receive an overtime fee of \$50.00/hour.
3. **Attendant.** The Township requires the presence of a designated site Attendant, to be scheduled by the Township, for at least six (6) hours of the event. The mandatory Attendant fee of \$250.00 is to be paid directly by the Client to the Friends of Barclay Farmstead (Barclay) or affiliate organization. Overtime fees of \$50.00/hour apply.
4. **Access.** For preservation and security purposes, the Barclay Farmstead Museum and Kay-Evans House at Croft Farm are accessible only by staff for the duration of the event. For an additional fee of \$150.00, payable to the Friends of Barclay Farmstead (Barclay) or affiliate organization, the Client will be provided limited, private access to the respective farmhouse for up to 20 people (e.g.—bridal party) and/or up to two (2) hours of guided tours for guests.

5. **Rehearsals & Deliveries.** Rehearsals and deliveries for all events must be pre-arranged with CHT. The site rental fee includes two (2) hours of access to the site in advance of the date of the event. A fee of \$100.00/hour will be charged for additional advanced access to the property.
6. **Reservation and Cancellation.** A security deposit of \$500/event is required to hold a date. The Client must return the security deposit (payable to CHT) and a signed copy of the Rental Agreement within seven (7) days of the reservation or the date will be released. The Rental Agreement will stipulate when the full rental fee is due (usually 48 hours prior to the event). The security deposit is non-refundable prior to the event or in the case of cancellation. The security deposit will be refunded within thirty (30) days following the event provided the Client has adhered to all terms of the Rental Agreement. CHT reserves the right to cancel an event if:
 - The Client has not provided the required payments, and/or signed Rental Agreement by the dates stipulated; or
 - Climatic conditions exist which, in the sole determination of the Township, may cause the site to be unsafe.

STAFFING:

1. **Attendant.** The Township requires the presence of a designated site Attendant, to be scheduled by the Township, for at least six (6) hours of the event. Fees apply, as detailed in the section titled "Fees".
2. **Catering.** Clients must contract with a licensed caterer chosen from the approved list provided by the Township. Township approval is required if a licensed caterer is not on the approved list.
3. **Maintenance Staff.** A Township Maintenance employee will be on site for the duration of the event, including set-up and clean-up. The rate for the maintenance staff is reflected in the site rental fee, including all overtime charges.

GROUNDS/MAINTENANCE:

1. **Damage.** The Client must use the premises in a safe, orderly, and careful manner as befits an historic landmark. The Client is responsible for supervising all guests and vendors to prevent damage to the premises. CHT and/or the Friends of Barclay Farmstead reserve the right to retain the security deposit and bill the Client for damage caused by Client and/or Guests, Patrons, Agents, Employees, Contractors, Suppliers of materials and services, and Volunteers.
2. **Decorations.** Due to the historic nature of the properties and grounds, no decorations may be attached to any tree or building. No tape, tacks, or nails may be used on any wall, door, or window. All decorations must be taken down at the end of the event and removed from the site.

3. **Grounds Maintenance.** Cherry Hill Township will provide grounds maintenance no more than three (3) days in advance of an event, weather permitting.
4. **Insurance.** A certificate of insurance showing minimum limits of \$1,000,000.00 per loss for general liability. The certificate should name the authority as an additional insured and must be received prior to granting use of the facilities.
5. **Liquor.** Alcohol is not to be served at a fee/charge to any guest. All appropriate insurance are required. In addition, the purchase of liquor liability for said event is required.
6. **Music & Dancing.** Music may be played at the site by either a hired band or DJ, provided noise levels are inoffensive to the surrounding community and do not violate Township ordinances. Dancing is permitted on designated dance floors provided by the Client/Caterer.
7. **Parking.** Parking permitted in designated area(s) only. No parking is permitted along the driveways or grassy areas. Special permission may be granted for additional parking in other areas of the site only if arranged with CHT prior to the event. There are designated areas for unloading and loading. These areas are not to be used other than for set-up and removal.
8. **Restrooms.** The Client/Caterer is responsible for providing portable restroom facilities. Facility restrooms are only to be accessed by on-site staff.
9. **Security.** Barclay Farmstead and Croft Farm are Township-owned public parks. Security is the responsibility of Client. The Attendant/Staff on site at the time of the function are not responsible for security. Clients hosting events have an option to hire security, at Client's discretion.
10. **Set-Up and Clean-Up.** The facilities and grounds must be left in the same condition as when client arrived. Client/Caterer must set up and break down tables and chairs and leave them in a designated location for pickup by the rental company. All decorations must be removed. Client/Caterer must bring trash bags and remove all trash generated by event. Client/Caterer should bring appropriate equipment or make advance arrangements with Township staff to use limited site equipment.
11. **Smoking.** CHT has a firm no-smoking policy for all properties. Smoking is permitted only on non-Township owned property.
12. **Tents.** Tent(s) must be provided by the Client/Caterer. Tents are to be installed and removed no more than 24 hours preceding or following the event. Further, the installation/removal of tent(s) are to be scheduled at a time that will not conflict with site-specific events or activities. Tent(s) are to be installed and removed in a way that will not cause damage to Township property.

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APPLICATION FOR RENTAL OF MEETING SPACE
CROFT FARM ARTS CENTER / CARMAN TILELLI COMMUNITY CENTER /ROOM 208

Date of Application: _____

Site Requested: Please check one site

Croft Farm Arts Ctr [] 100 Bortons Mill Road Cherry Hill, NJ 08034	Carman Tilelli Community Ctr [] 820 Mercer Street Cherry Hill, NJ 08002	N. John Amato Council Room [] 820 Mercer Street, Room 208 Cherry Hill, NJ 08002
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Type of Event: _____

Date of Event: _____

Number of Guests: _____

Time From: _____ *until* _____

(Note: Two (2) hour minimum weekdays, Four (4) hour minimum weekends)

Will refreshments be served? Yes _____ *No* _____

If yes, please list: _____

Please list any other necessary equipment (pending approval): _____

NAME OF PERSON(S) RESPONSIBLE FOR THIS RENTAL:

Name: _____

Address: _____

Phone (day): _____ *Cell:* _____

Email: _____

Name, Address and Telephone Number of Alternate Contact: _____

Please list additional requests and/or instructions: _____

FEE SCHEDULE (AS PER ORDINANCE 2010-20)

*Weekday Monday –Thursday: 5:00 pm – 10:00 pm
 Resident \$50 per hour (Two (2) hour minimum)
 Non Resident \$65 per hour (Two (2) hour minimum)
 Overtime will be billed at \$75 per hour*

*Weekend Friday 5:00 pm – 10:00 pm, Saturday & Sunday 9:00 am – 10:00 pm
 Resident \$150 per hour (Four (4) hour minimum)
 Non Resident \$175 per hour (Four (4) hour minimum)
 Overtime will be billed at \$200 per hour*

If the Township sound system is required an additional fee of \$100.00 per event will be required.

Additional Fees may be required base upon the request made for each event that may include but not limited to on site security, parking staff, or event coordinator(s).

I have completely read and understand the policies, rules and disclaimers pertaining to the use of Cherry Hill Township’s rental facilities. I agree to be responsible for complying with them and making all payments called for herein.

_____ Signature, title _____ Date

In order to reserve the requested date/site, return this completed Rental Application and deposit check (payable to Cherry Hill Township) to:

Rentals
 Cherry Hill Recreation Department, Room 102
 820 Mercer Street
 Cherry Hill, NJ 08002

OFFICE USE ONLY:		DATE: _____	
Fees			
<i>Weekday</i>		<i>Weekend</i>	
<i>Resident \$50 per hour</i>	_____	<i>Resident \$150 per hour</i>	_____
<i>Non Resident \$65 per hour</i>	_____	<i>Non Resident \$175 per hour</i>	_____
<i>Overtime Rate \$75 per hour</i>	_____	<i>Overtime Rate \$200 per hour</i>	_____
Deposit: _____		Balance Due: _____	
Notes: _____			

**APPLICATION & AGREEMENT FOR GROUNDS RENTAL OF THE
BARCLAY FARMSTEAD/KAY-EVANS HOUSE AT CROFT FARM**

EVENT DETAILS:

Date of Application: _____

Site Requested: **Barclay** _____ **Croft** _____

Type of Event: _____

Date of Event: _____

Number of Guests: _____

Time From: _____ until _____

(Note: Eight (8) hour block, including set-up and clean-up, Additional time will be billed at overtime rate)

NAME OF PERSON(S) RESPONSIBLE FOR THIS RENTAL:

Name: _____

Address: _____

Phone (day): _____ Cell: _____

Email: _____

Name, Address and Telephone Number of Alternate Contact: _____

VENDOR(S) CONTACT INFORMATION:

Caterer(choose from approved list): _____

Contact: _____

Address: _____

Phone: _____ Email: _____

Note: If the Caterer is not providing the tent, please provide the following:

Name, Address and Telephone Number of Tent Rental Agency: _____

Name, Address and Telephone Number of Entertainment: _____

Type of Entertainment:

Band _____ DJ _____ Other _____

Does your event plan on serving alcohol? _____

Please list additional requests and/or instructions: _____

FEE SCHEDULE (AS PER ORDINANCE 2010-20)

Resident \$1,500 (8 HOUR BLOCK) _____ Non resident \$1,750 _____
Overtime Rate \$300 per hour _____

Historic Property Attendant \$250 _____ Check for attendant made payable to the Friends
of Barclay Farmstead
Overtime Rate: \$50 per hour _____

I have completely read and understand the policies, rules and disclaimers pertaining to the use of Cherry Hill Township's rental facilities. I agree to be responsible for complying with them and making all payments called for herein.

Signature, title Date

In order to reserve the requested date/site, return this completed Rental Application and deposit check (payable to Cherry Hill Township) to:

Rentals
Cherry Hill Recreation Department, Room 102
820 Mercer Street
Cherry Hill, NJ 08002

Thank you for choosing Cherry Hill's Historic Properties for your special event.

OFFICE USE ONLY:	DATE: _____
Fees	
Resident \$1,500 (8 HOUR BLOCK) _____ Non resident \$1,750 _____	
Overtime Rate \$300 per hour _____	
Historic Property Attendant \$250 _____	
Overtime Rate: \$50 per hour _____	
Deposit: _____ Balance Due: _____	
Notes: _____	

INDIVIDUAL USE INDEMNITY AGREEMENT

This agreement is made this _____ day of _____ 20__ by and between _____ having its offices and place of business at _____ (hereinafter referred to as "Occupant") and the Township Cherry Hill.

In consideration of the mutual covenants contained herein and other valuable considerations, it is agreed by and between the parties as follows:

1. Use and Occupancy. The Township of Cherry Hill agrees to permit Occupant to use and occupy the insureds premises located at _____, Room _____, Township of Cherry Hill, Camden County, New Jersey, on _____, 20__, for the purposes of _____, on condition that Occupant hold the Township of Cherry Hill harmless from any loss, damage, or liability that they may suffer arising out of or in any way connected with the Occupant's use and occupancy of the facilities set forth above.

2. Indemnification. Occupant shall defend, indemnify, protect, save, and hold harmless the Township of Cherry Hill, its officers, agents, and employees from any and all liability, claims, fines, suits, losses, demands, actions, damages, and costs of any kind and nature, arising or claimed to arise through any fault, failure, negligence, or responsibility of the Occupant, its agents, officers, employees, invitees or guests, in connection with Occupant's use and occupancy of the facilities set forth above, including, but not limited to, the cost of investigation, court costs, reasonable counsel fees, settlements, judgments, or otherwise.

HOMEOWNERS COVERAGE

POLICY HOLDER: _____

POLICY #: _____

EFFECTIVE DATE: _____ EXPIRATION DATE: _____

INSURANCE COMPANY: _____

POLICY HOLDER'S SIGNATURE: _____