



Crosswicks Community House Rental Agreement

Our mailing address - **CCA PO Box 128, Crosswicks NJ 08515**

Completed form can also be returned by email: **crosswickshouse@gmail.com**

RENTER: your name / organization _____

Street _____ City _____ St _____ Zip _____

Date of Event _____ Time _____ Access Time Needed _____

Description of Event _____

Phone # _____ Text ok? _____

Email address: _____

For rates see [website](#) WHOLE BUILDING: \$ _____ DOWNSTAIRS ONLY \$ _____

SECURITY DEPOSIT: \$200 + payment = \$ _____ **Total (2 checks)**

Make checks payable to CCA –to hold reservation Payment is due 3 weeks prior to the event.

\$200 Security deposit is by separate check which will be returned after inspection of building.

Forfeiture of deposit may occur in the event of damage or violation of alcohol policy.

- Event must conclude by 12 o'clock am.
- All **music must be turned off by 11 pm**, out of consideration for our neighbors.
- Excessive noise could result in loss of deposit and /or denial of future events.
- Rental includes the building, play area and basketball court.
- Guests must not drive or park on grass** surrounding the Community House.
- NO SMOKING is allowed inside the Community House. (Butt can provided outside)
- Building capacity is approximately 80/90 persons per floor. (Depends on Set-up)

•**No ALCOHOLIC BEVERAGES are to be servedunless arrangements are made with the CCA regarding required liquor liability insurance for your event. (See Addendum document)**

*** CLEANUP CHECKLIST ***

- Take out trash to the dumpster
- Close & lock all windows and doors.
- Lightly Vacuum carpet & sweep floors of loose trash and food
- Please wipe down tables and counters.
- **Remove all decorations** - Turn off lights and return all building keys.

Please report any problems immediately to: → Peter Kelly @ 609-442-5830 (cell)

If Peter is not available, try _____ Amanda Schmalbach: text her at (610) 587-2072

As renter, I certify that to the foregoing statement of use is true & accurate. I further certify, if applicable, that I have authority to obligate the organization that is renting the facility.

Print Name _____

Sign Name _____ Date _____

Agreed & accepted by _____ o/b/o Crosswicks Community Association Inc.