



Riegel Ridge Community Center
 910 Milford-Warren Glen Rd.
 Milford, NJ 08848
 908-995-9260
 www.riegelridgecc.org

RIEGEL RIDGE COMMUNITY CENTER RENTAL APPLICATION

APPLICANT INFORMATION			
Person in charge of event. Must be over 21			
First Name:	Last Name:		
Phone:	Cell Phone:		
Organization Name:			
Street Address:			
City:	State:	Zip:	E-Mail:
RENTAL INFORMATION			
Type of Event:	Check One: <input type="checkbox"/> Private Use <input type="checkbox"/> Non-Profit <input type="checkbox"/> Profit		
Date of Event:	Room/s Reserving:	# Of Guests:	
Rental Time:	If your event will require RRCC to remain open after hours, a \$25 per hour fee will be charged at time of reservation.		
Will alcohol be sold? <input type="checkbox"/> YES <input type="checkbox"/> NO	*If selling alcohol, you must have an application for a permit filed with the State of New Jersey. ** No one under 21 is allowed to attend events where alcohol is being <u>sold</u> .		
Special Provisions / Requests: _____ _____ _____			
REQUIREMENTS			
Requirements: 1) Completed and signed Rental Application 2) 100% of total rental fee 3) Copy of Homeowner's Insurance declarations page 4) Separate security deposit check in the amount \$150.00 Checks are payable to Township of Holland. If a caterer is hired to distribute alcohol, we must have a copy the caterer's insurance & liquor permit on file.			
Application is hereby made to use the Riegel Ridge Facility as specified above. I agree on behalf of myself and/or my organization as the contact person, that all members and guests will observe all regulations and that I/we individually, and/or as an organization will assume full financial responsibility for any and all damages done to the Riegel Ridge Community Center property during the above indicated period(s) of use. I/we agree that our organization and/or I will at all times hereafter, indemnify the above-named facility against any loss, damage, or expense of any kind, which said facility may sustain or incur because of use of the above-described building by our organization, and I/we will further hold said facility harmless for loss of any kind in connection therewith.			
Renter Signature: _____		RRCC Director Signature: _____	
FOR OFFICE USE ONLY			
Rental Fee: \$ _____ Extra Fees: \$ _____ Total Due: \$ _____			
Paid: \$ _____		Date: _____ Employee Initials: _____	
<input type="checkbox"/> Insurance	<input type="checkbox"/> Security Deposit	<input type="checkbox"/> Alcohol Agreement	<input type="checkbox"/> Caterer Insurance/Permit