

**EFFECTIVE APRIL 9, 2018 RENTAL/SECURITY DEPOSIT FEE SCHEDULE –**

**HILLSIDE PARK HALL/BARN**

**RENTAL FEES**

Andover Twp. Residents - **\$650.00**

Andover Twp. Residents - **\$850.00 for rentals on holiday weekends**

Non-residents - **\$750.00**

Non-residents - **\$950.00 for rentals on holiday weekends**

**BARN RATES 3 DAY PACKAGE**

<b>Resident</b> 3 Day Package	\$1500.00	<b>Non-Resident</b> 3 Day Package \$1800.00
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\*The caretaker must meet with renter for final inspection, the week of the event to review requirements. Township based non-profit youth groups and Greater Andover Senior Group, FOP: Toys for Tots, Sustainable Andover: Winter Market, Andover Township 8<sup>th</sup> Grade Dance, Andover Regional Education Foundation, Newton High School Booster Club, New Braves Midget Football. , for up to three (3) hours – **No Charge - One(1) Free Rental Per Calendar Year Per Organization**

\*Township non-profits: members of boards and committees, members of fire department and rescue squad, Township employees - **\$400.00 (limited to 1 rental per applicant per calendar year)**

\*Township non-profit: members of boards and committees, members of fire department and rescue squad: Township employees - **\$600.00 for rentals on holiday weekends**

\*Out of town non-profits - **\$650.00**

\*Out of town non-profits - **\$850.00 for rentals on holiday weekends**

A **\$100.00** non-refundable fee per rental day to be submitted with completed rental paperwork: said fee to be waived for Township based non-profit youth groups, and Greater Andover Seniors.

**Security Deposit Fees**

Andover Twp. Residents/non-residents - **\$300.00**

Township based non-profit youth groups and Andover Seniors Groups – **No Deposit**

All non-profit service organizations, Township employees, members of boards and committees **\$300.00**

**Deposit**

Upon completion of a satisfactory inspection of the hall caretaker, we will return the security in Andover Township Check.

**ANDOVER  
TOWNSHIP  
RECREATION**

134 Newton-Sparta Road  
Newton, NJ 07860  
Phone -- 973-383-4280, ext. 224  
Fax -- 973-383-6039  
Email -- tmarin@andovertwp.org  
Toni-Lu Martin Deputy Clerk

Dear \_\_\_\_\_:

Enclosed is an application and related paperwork needed to be completed by you in order to use the facilities at the Hillside House as requested. Please fill out the Application, Hold Harmless Agreement and Voucher and return them to my attention at the above address. A \$100.00 non-refundable fee needs to be submitted with your paper work. The non-refundable fee will be deducted from your total rental fee unless you cancel your reservation; in that case the fee is forfeited. The completed application, hold-harmless agreement and voucher along with a check for \$ 100.00 must be received in this office no later than 2 weeks from the date of this letter.

**IF YOUR PLANS HAVE CHANGED AND YOU ARE NO LONGER INTERESTED IN RENTING THE HALL PLEASE LET ME KNOW IMMEDIATELY UPON RECEIPT OF THIS PACKET.**

The balance of the rental fee plus the security deposit fee will be due in full 6 (six) weeks prior to your rental date. For rentals that do no leave 6 (six) weeks between application and rental, your fees will be due upon request. The following is a summary of the paperwork contained in this packet:

**APPLICATION:** Please fill out completely and return to this office. A copy of the application containing a signature of Township official will be mailed back to you for your records. You will be required to show this copy at the Dispatch Desk in order to be given the key to the building.

**BULLETIN; GENERAL INFORMATION; HALL RULES; DIRECTIONS AND FEE SCHEDULE:** Review and retain for your records.

**HOLD HARMLESS AGREEMENT:** Review, sign and return.

**VOUCHER:** Review, sign and return. This form is needed to return your security deposit fee after your use of the facilities. If it is not returned to this office with your application, your security deposit will remain in our account. The name on the voucher must match the name on the application as well as the name on the checks being used for payment of the rental and security deposit.

Thank you for your interest in the Hillside Park Hall. If you should have any questions or require additional information, please do not hesitate to call me at the above listed number.

Sincerely,

Encl.

Toni-Lu Martin  
Deputy Clerk

BARN & HOUSE  
ANDOVER TOWNSHIP  
134 NEWTON-SPARTA ROAD  
NEWTON, NJ 07860  
973-383-4280 EXT 224

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

Dear Applicant:

Enclosed is your copy of the approved application for use of the facilities asst the Hillside Park hall or Hillside House. **PLEASE KEEP THIS COPY HANDY. AS YOU WILL NEED TO SHOW IT TO THE POLICE DISPATCHER AT THE ANDOVER TOWNSHIP POLICE DEPARTMENT IN ORDER TO BE GIVEN THE KEY TO THE BUILDING.** At this time, please, follow the payment schedule listed below in sending in your payments. Your checks should be made out to Andover Township. Please remember to send **Separate checks to cover the initial non-refundable fee deposit and the security deposit fee.**

**PAYMENT SCHEDULE:**

APPLICANT AND RENTAL DATE \_\_\_\_\_

RENTAL FEE TYPE \_\_\_\_\_

RENTAL FEE COST: \_\_\_\_\_

NON-REFUNDABLE FEE: \_\_\_\_\_ \*\*SEPARATE CHECK

BALANCE DUE RENTAL FEE: \_\_\_\_\_ \*\*SEPARATE CHECK

SECURITY DEPOSIT FEE: \_\_\_\_\_ \*\*SEPARATE CHECK

BALANCE OF RENTAL FEE DUE DATE: \_\_\_\_\_

SECURITY DEPOSIT FEE DUE DATE: \_\_\_\_\_

SINCERELY:

*Toni-Lu Martin*

Deputy Clerk  
[tmartin@andovertpw.org](mailto:tmartin@andovertpw.org)  
973-383-4280 ext:224

APPLICATION FOR RESERVATION

PRIVATE RENTAL

HILLSIDE PARK HALL/ HILL SIDE HOUSE

PLEASE COMPLETE AND RETURN TO: ANDOVER TOWNSHIP
134 NEWTON-SPARTA ROAD
NEWTON, NJ 07860
ATTN: TONI LU MARTIN
973-383-4280 ext 224
tmartin@andovertwp.org

NAME: \_\_\_\_\_ HOME PHONE \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CELL PHONE \_\_\_\_\_

\_\_\_\_\_ EMAIL \_\_\_\_\_

DATE REQUIRED AND PURPOSE OF USE \_\_\_\_\_

AREA TO BE RESERVED HALL/BARN \_\_\_\_\_ HOUSE \_\_\_\_\_

NUMBER OF PEOPLE \_\_\_\_\_ ALCOHOLIC BEVERAGES YES \_\_\_\_\_ NO \_\_\_\_\_ (ALLOWED INSIDE BLDGS. ONLY)

ACTUAL STARTING TIME \_\_\_\_\_ TIME FOR SETTING-UP \_\_\_\_\_ TIME FOR EXITING \_\_\_\_\_

The picnic area and park are public places so it is not possible to assure that those areas will not be in use during your party.

BUILDINGS AND PARK INFORMATION

PARK HOURS ARE FROM DAWN TO DUSK. EVENTS SCHEDULED IN THE BUILDINGS MUST CONCLUDE BY 2 AM.

ALCOHOLIC BEVERAGES MUST BE KEPT INSIDE THE BUILDINGS

THERE IS LIMITED PARKING ON THE UPPER LEVEL, PLEASE USE THE LOWER PARKING LOT.

THE AREA DIRECTLY IN FRONT OF THE BUILDINGS MUST REMAIN OPEN FOR EMERGENCY VEHICLES.

THE TOWNSHIP IS NOT RESPONSIBLE FOR ARTICLES LOST OR LEFT IN THE PARK OR BUILDINGS

ALL FACILITIES ARE TO BE USED AT YOUR OWN RISK

APPROVED BY \_\_\_\_\_ DATE \_\_\_\_\_

RENTAL FEE \$ \_\_\_\_\_ SECURITY DEPOSIT FEE \$ \_\_\_\_\_

**HOLD-HARMLESS & INDEMNIFICATION AGREEMENT**

1. DEFINITIONS:

a. Any reference to "I", "We", "Me", and "My" shall mean the individual, organization, or corporation or any such entity who intends to rent said premises.

b. Any reference to "you", "Yours", and "Yourself" shall mean the municipal corporation known as Andover Township, its agents, servants, employees, or contractors.

2. GENERAL INFORMATION

a. Complete applicable section:

INDIVIDUAL

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

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone No.: \_\_\_\_\_

Work No.: \_\_\_\_\_

ORGANIZATION: (if applicable)

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

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone No.: \_\_\_\_\_

CORPORATION: (if applicable)

Person Responsible: \_\_\_\_\_

Business Title: \_\_\_\_\_

Business Address: \_\_\_\_\_  
\_\_\_\_\_

Phone No.: \_\_\_\_\_

b. All applicants:

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

Site: \_\_\_\_\_

HOURS SITE IS TO BE NEEDED:

\_\_\_\_\_ a.m./p.m. to \_\_\_\_\_ a.m./p.m.

ACTIVITY TO BE HELD (describe in detail)

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

3. I sign this Hold-Harmless and Indemnification Agreement as my voluntary act and by this act agree to hold You harmless and indemnify You in any and all ways from any claims, suits, or other actions whatsoever arising from, caused by, or which are the alleged result of any act or omission whatsoever of

(a) You; or

(b) any guest, invitee, licensee, visitor, or other person present on the premises listed above in order to attend, participate in organize, assist, enjoy, supervise, clean up, transport or in any other way associated with the activity to be held (as described above) on the date listed above.

4. I state that You shall be indemnified by Me and shall be shielded against any and all damages, losses and/or expenses of any nature arising from any claims, suits or other actions whatsoever for either injury or death of any person(s) or for damages or loss of property, attributed to my utilization of the premises under this agreement in any manner whatsoever.

5. I state that the activity listed above will not include the consumption of alcoholic beverages but should any person described in Paragraph (b) consume alcohol or allow or permit others to consume alcohol then I agree to be bound by the terms of Paragraph 6 below.

6. I state that the activity listed above will include the consumption of alcoholic beverages and that because of such consumption I have the following additional duties to You related to be use of the site listed above:

(a) that I am solely responsible for the dispensing and consumption of all alcohol at all times even during the organizing and cleaning up of the activity to be held, including the prudent and responsible dispensing and consumption of alcohol by all persons involved in the activity described above, including but not limited to those persons described in paragraph 3 (b) above;

(b) to acknowledge by the signing of this Hold-Harmless that You have no authority, control, or participation in the dispensation or consumption of alcohol on the site and date listed above and that I will take no step, action, or measure to convey the idea that You have promoted, assisted, or participated in the dispensing and consumption of alcoholic beverages on the site and date listed above;

(c) that I will not allow persons under the age of 21 to dispense or consume alcohol at the site during the activity to be held on Your property (which includes the organizing of and cleaning up of the activity to be held;

(d) to comply with all municipal Ordinances as well as state laws relating to the consumption of alcoholic beverages, including but not limited to obtaining any necessary permits.

7. I also agree that where the municipal officer signing this Hold Harmless on Your behalf feels I should provide to You a Certificate of Insurance and proof of existing "Special Events Insurance" that I shall provide same to that municipal officer as soon as practicable and not less than two (2) business days before the date of the planned activity. The appropriate municipal officer will check below if this Paragraph is applicable to the activity listed above.

\_\_\_\_\_ Applicable

\_\_\_\_\_ Not Applicable

8. I also agree that I am further obligated to reimburse You for all attorney's fees, experts' fees or such other defense related costs as may be incurred by You to defend Yourself against any litigation, claim, suit, demand for subrogation, or other action which may be issued or instituted against You or judgment which may be rendered at My sole cost and expense pursuant to this Hold-Harmless. It is further agreed that You shall have the sole and exclusive right to be defended by counsel of Your own choosing and be entitled to indemnification by Me for the costs incurred or You may require Me to defend any such action on your behalf and I shall be responsible to pay all costs for such defense. In the event You shall choose to have Me defend any such action on Your behalf it is agreed that You shall remain the final authority as to all decisions made in connection with the defense of such action and You shall be consulted prior to any such decisions being made.

9. By signing this agreement, I voluntarily and affirmatively state that I understand all the requirements of this Hold-Harmless and Indemnification and that I freely sign this Agreement with the explicit understanding that I hold you Harmless and Indemnify You under all circumstances pursuant to this agreement.

10. LEGAL SIGNATURE;

(a) Individual \_\_\_\_\_

on behalf of \_\_\_\_\_

(organization)

(corporation)

Title \_\_\_\_\_

(b) Municipality \_\_\_\_\_

Title \_\_\_\_\_

# TOWNSHIP OF ANDOVER VOUCHER

134 NEWTON SPARTA ROAD PHONE: (973) 383-4280, ext. 226  
 NEWTON, NEW JERSEY 07860 FAX: (973) 383-9977  
 FED TAX ID # 22-6001640

CHECK NO.: \_\_\_\_\_

P.O. NO.: \_\_\_\_\_

PAY TO: \_\_\_\_\_  
 ADDRESS: \_\_\_\_\_  
 TAX I.D.# \_\_\_\_\_  
 PHONE NO.: \_\_\_\_\_

ACCOUNT #	AMOUNT

**VENDOR INSTRUCTION:**  
 APPROVE VOUCHERS. THIS VOUCHER MUST BE COMPLETED, CERTIFIED AND RETURNED WITH AN INVOICE TO THE FINANCE DEPARTMENT AT THE ABOVE ADDRESS BEFORE PAYMENT WILL BE MADE. FAILURE TO ADHERE TO THIS PROCEDURE MAY RESULT IN A DELAY OF PROMPT PAYMENT.

DATE	QUANTITY	DESCRIPTION	UNIT PRICE	TOTAL
		REFUND OF SECURITY DEPOSIT BEING HELD IN ESCROW FOR RENTAL OF THE HILLSIDE PARK HALL/HILLSIDE HOUSE  DATE OF RENTAL: _____		

**TOTAL:** \_\_\_\_\_

<b>CLAIMANT CERTIFICATION AND DECLARATION</b>	I hereby certify under the penalties of the law that the within bill is correct in all its particulars; the described goods and/or services have been furnished or rendered; not bonus has been received by any person or persons with knowledge of this claimant in connection with the above claim; the amount is justly due and owing and the amount charged is a reasonable one.	SIGNATURE: _____
		POSITION OR TITLE: _____
		DATE: _____

<b>FOR TOWNSHIP USE ONLY</b>	Acknowledgement of receipt of described goods and/or services	DATE: _____	SIGNATURE: _____
	Approval by Department Supervisor or Committee Chairman	DATE: _____	SIGNATURE: _____
	Approval by Township Administrator	DATE: _____	SIGNATURE: _____
	Approval by Finance Officer	DATE: _____	SIGNATURE: _____
	Approval by Mayor or designated member of the Township Committee	DATE: _____	SIGNATURE: _____



## HILLSIDE PARK HALL RENTAL RULES

Hall must be left in the same condition in which it was rented. Your security deposit amount returned to you depends on the "day after" condition. There are no exceptions. Please be guided by the following:

1. Hillside Park Hall is a **NO SMOKING BUILDING**.
2. No parking on top area allowed; park in lower lot. Drop off for deliveries, handicapped and wedding party may be made at door.
3. Stove and oven light automatically. Be sure to **TURN OFF ALL BURNERS AND OVEN** prior to your leaving the building.
4. Be sure all doors and refrigerators are closed prior to your leaving the building.
5. Make sure sinks are free from any food clogs. Empty coffee grinds, food and grease into garbage bags.
6. All garbage consisting of glass, plastic and cans (aluminum, metal and tin) must be placed in garbage cans marked for recycling. **PLEASE BRING ALL GARBAGE AND RECYLING TO THE DUMPSTERS IN THE LOWER LOT. DO NOT LEAVE GARBAGE OUTSIDE OF THE BUILDING.**
7. All tables must be cleaned off and replaced where found. Chairs must be turned over on top of tables.
8. **NO CONFETTI OR GLITTER TYPE DECORATIONS ALLOWED. REMOVE ALL DECORATIONS AFTER AFFAIR. ANY BALLOONS THAT ARE FLOATING FREE IN CEILING AREA ARE A DANGER TO THE EXHAUST SYSTEM, AIR CONDITIONING AND HEATING SYSTEMS. THERE WILL BE A CHARGE OF \$25.00 PER BALLOON LEFT TO FLOAT FREE IN THE CEILING AREA.**
9. Any accidents or emergencies may be reported to the Police Department located across the road.
10. The key to the Hall can be obtained from the Police Department Dispatcher's desk. All items in the Hall become the responsibility of the renter from the time doors are unlocked. Please make sure doors are locked if you should leave the building at any time.
11. A complete inspection of the facilities will be made by our Caretaker. Either you or a representative may accompany him.
12. Upon inspection by our Caretaker, a complete report will be forwarded to the Recreation Office for consideration of the return of your security deposit.

**CLEAN UP MUST TAKE PLACE BEFORE LEAVING THE HALL ON THE RENTAL DATE.....NOT THE NEXT DAY.**

## GENERAL INFORMATION ABOUT THE HILLSIDE PARK HALL

The address for the Hillside Park Hall is 146 Lake Iliff Road. The building offers a banquet room with bar and adjoining kitchen. The key to the building is held at the Andover Township Police Headquarters located across Lake Iliff Road from the park at the Dispatch Desk which is open 24 hours a day, 7 days a week. There is copy of the rental calendar at the Dispatch Desk and only those people listed as the renters on this calendar and will be given the key to the building. **ALSO YOU MUST SHOW THE DISPATCHER YOUR COPY OF THE APPROVED (SIGNED OFF BY RECREATION COMMITTEE) APPLICATION. IF YOU DO NOT HAVE THIS YOU WILL NOT BE GIVEN THE KEY.**

Capacity is set at the following numbers: Fire Sub Code will not allow for more than 300 people. The building is set up for 96 people at all times with 12, 5ft. round tables on the floor with 8 chairs per table. There are additional tables (8 round and 5 long 6ft. long) and 102 chairs available to bring the total up to 198. If you use the additional tables and chairs, at the end of the rental, all additional tables and chairs must be put back in the storage area and only the 12 original tables with 8 chairs each should be left on the floor in the original positions **OVER THE BLACK CIRCLES ON THE FLOOR**. If you need to set up for more guests than the 198 we can provide for, you will need to make arrangements with rental equipment. The additional rental equipment must be removed at the end of the rental, **not the next day.**

All activities and use of the building must come to a conclusion by 2:00 am. If you leave the Hillside Park Hall to run errands while setting up for your use of the building, you must lock the building and return the key to the Police Headquarters for safe keeping. Do not leave the building unlocked at any time. You will have an arranged meeting with the caretaker of the building prior to your rental date to familiarize you with the use of the building.

The rental provides for use of the building only not the park. We do not provide supplies (tableware, glassware, linens, coffee maker, etc.) There are two household type refrigerators in the kitchen as well as a large refrigeration unit appropriate for large items such as wedding cakes, large platters, etc. There is a ten burner, double oven stove and a microwave oven. The stove and oven are to be used for keeping food warm and simple food prep. The kitchen is not to be used for heavy cooking and food prep. There are two large sinks, but no dishwasher. There is no ice maker but there is a bench freezer for ice storage.

There is a large bar in the banquet room that is not a wet bar (no running water). There is no refrigeration at the bar. The building is heated and air conditioned. You are allowed to decorate the room but all decorations must be taken down prior to leaving the building at the end of the rental. No confetti type decorations are allowed and if you should decorate with balloons, they must be secured. Any balloons allowed to float free in the ceiling area can cause damage to the air conditioning and heating systems as well as the paddle fans located in the banquet room. Due to this reason, there will be a fee of \$25.00 charged for each balloon found floating free in the ceiling area. This fee will be charged against the security deposit fee held in escrow for the rental date.

For rentals for formal occasions such as weddings, when it would be appropriate to decorate on the prior day to the actual event, a prior day set up can be arranged if the building is available. Please refer to the fee schedule for appropriate charge. After each rental, our caretaker will make a report of the condition the room is left in which will determine whether the entire security deposit is returned to the applicant or if a deduction, or in extreme cases, the entire security deposit is retained due to damage reported. If no damage is reported, you will receive a check from the town for the amount being held in escrow for security deposit within one month of the rental date.

**DIRECTIONS TO HILLSIDE PARK – HILLSIDE PARK HALL  
AND HILLSIDE HOUSE  
146 LAKE ILIFF ROAD, ANDOVER TOWNSHIP:**

ROUTE 80W OR 80E TO EXIT 34B (SPARTA-JEFFERSON - RTE. 15N.) CONTINUE ON RTE. 15N FOR 12 MILES TO 2ND SPARTA EXIT (RTE. 517S.) MAKE A LEFT AT END OF THE RAMP. CONTINUE 5 MILES. AT THE 6TH TRAFFIC LIGHT MAKE A LEFT ONTO LIMECREST ROAD (RTE. 669) AT INTERSECTION OF LIMECREST ROAD AND LAKE ILIFF ROAD (BETWEEN ANDOVER TWP. FIRE HOUSE AND SHERIDAN'S LODGE) MAKE A RIGHT TURN ONTO LAKE ILIFF ROAD. HILLSIDE PARK HALL IS JUST UP THE HILL, ON THE LEFT HAND SIDE FROM THAT POINT. PLEASE USE LOWER PARKING LOT.

OR

ROUTE 80W OR 80E AND ROUTE 206: TAKE EXIT 25 TO ROUTE 206 N TOWARDS NEWTON; AT INTERSECTION OF ROUTE 206 N AND LIMECREST ROAD (RTE 669) MAKE A RIGHT ONTO LIMECREST ROAD (ROUTE 669) AT INTERSECTION OF LIMECREST ROAD AND LAKE ILIFF ROAD (BETWEEN ANDOVER TWP. FIRE HOUSE AND SHERIDAN'S LODGE) MAKE A LEFT TURN ONTO LAKE ILIFF ROAD. HILLSIDE PARK HALL IS JUST UP THE HILL ON THE LEFT HAND SIDE FROM THAT POINT. PLEASE USE LOWER PARKING LOT.

**ATTENTION!! ATTENTION!! ATTENTION!! ATTENTION!!**

**ALL HILLSIDE HALL RENTERS**

PRIOR TO LEAVING THE BUILDING FOR THE LAST TIME MAKE SURE:

ALL DECORATIONS REMOVED

**REMINDER - NO CONFETTI, GLITTER, HAY, STRAW OR USE OF TAPE ON FLOOR PERMITTED**

ALL GARBAGE AND RECYCLING REMOVED TO DUMPSTERS

THERMOSTATS RETURNED TO ORIGINAL SETTINGS

**TABLES AND CHAIRS**

PLEASE PUT TABLES AND CHAIRS IN SAME AREAS THAT THEY WERE IN WHEN YOU ACCESSED THE BUILDING FOR THE FIRST TIME.

WINDOWS CLOSED - DOORS LOCKED - KEYS RETURNED TO POLICE HEADQUARTERS

**FAILURE TO ADHERE TO THESE REQUIREMENTS  
WILL RESULT IN LOSING YOUR SECURITY DEPOSIT AS PER YOUR  
SIGNED CONTRACT!!**

Case Number:

Date:

Location:

Description:

# HILLSIDE PARK BARN

