

**Andover Township Municipal Clerk's Office
134 Newton-Sparta Road
Newton, NJ 07860**

Phone: 973-383-4280, ext. 318 or 319

Fax: 973-383-5039

Email: mquinones@andovertwp.org & achoka@andovertwp.org

Dear Applicant:

Enclosed is the application and related paperwork to be completed before use of the facilities at the Hillside Park Barn/House. Please fill out the application and Hold Harmless Agreement and return them to the address above.

A \$100.00 non-refundable fee, per day rented, needs to be submitted with your paperwork to hold the date for your event. The non-refundable fee will be deducted from your total rental fee unless you cancel your reservation. In the case of cancellation, the fee is forfeited.

The completed application, and hold-harmless agreement, along with cash or a check made payable to "Andover Township" in the amount of \$100.00 must be received in this office no later than 2 weeks from the date of this letter.

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 not leave 6 (six) weeks between the date of application and date of rental, your fees will be due immediately 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 payment schedule containing a signature of a Township official will be mailed back to you for your records. You will be required to show this copy at the Police Department 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.

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

Thank you for your interest in the Hillside Park Barn/House. Should you have any questions or require additional information, please do not hesitate to call us at the above listed number.

Sincerely,

Andover Township Municipal Clerk's Office

**PRIVATE RENTAL
HILLSIDE PARK BARN / HILLSIDE PARK HOUSE**

Please complete and return to: ANDOVER TOWNSHIP ATTN: Clerk’s Office
134 NEWTON-SPARTA ROAD
NEWTON, NJ 07860
973-383-4280 ext. 318 or 319
mquinones@andovertwp.org or achoka@andovertwp.org

Name: _____ Email: _____

Address: _____ Cell Phone: _____

Rental Date & Event Type: _____

Area to be Reserved: Barn _____ House _____ Preparation Time: _____

Number of Guests: _____ Start Time: _____

Alcoholic Beverages: Yes _____ No _____ End Time: _____
(ALLOWED INSIDE ONLY)

Please note that the picnic and park areas are public places; therefore, it is not possible to assure that those areas will be vacant during your event

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 OTHER BUILDINGS

ALL FACILITIES ARE TO BE USED AT YOUR OWN RISK

RENTAL OF THE HILLSIDE HOUSE AND OR BARN DO NOT ENTITLE YOU TO EXCLUSIVE USE OF THE PAVILION. THE PAVILION IS OPEN SPACE AND CAN NOT BE RENTED. THE PARK AND PAVILION ARE OPEN TO THE PUBLIC DURING ALL OPERATING HOURS

APPROVED BY _____ DATE _____

RENTAL FEE \$ _____ SECURITY DEPOSIT FEE \$ _____

Please note that the picnic and park areas are public places/open space; therefore, it is not possible to assure that those areas will be vacant during your event

HILLSIDE PARK BARN AND HOUSE
ANDOVER TOWNSHIP
134 NEWTON PARTS ROAD
NEWTON, NJ 07860
(973) 383-4280 EXT: 318 OR 319

Date: _____

Dear Applicant:

Enclosed is your copy of the approved application for use of the facilities at Hillside Park Barn or Hillside Park 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 deposit fee and the security deposit fee.**

PAYMENT SCHEDULE:

APPLICANT NAME: _____

RENTAL DATE & EVENT: _____

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: _____

SIGNATURE OF TOWNSHIP OFFICIAL: _____

SINCERELY,

THE CLERK'S OFFICE

RENTAL FEE SCHEDULE –HILLSIDE PARK BARN

RENTAL FEES

Andover Twp. Residents - **\$1,000.00**

Andover Twp. Residents - **\$1,300.00 for rentals on holiday weekends**

Non-residents - **\$1,200.00**

Non-residents - **\$1,500.00 for rentals on holiday weekends**

BARN RATES 3 DAY PACKAGE:

<u>Resident</u> 3 Day Package: \$2,600.00	<u>Non-Resident</u> 3 Day Package: \$3,200.00
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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 8th Grade Dance, Andover Regional Education Foundation, Newton High School Booster Club, New Braves Midget Football, **for up to three (3) hours.**

One (1) No Charge/Free Rental Per Calendar Year, Per Organization.

*Township non-profits: members of boards and committees, members of fire department and rescue squad, Township employees - **\$600.00 (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 - **\$800.00 for rentals on holiday weekends**

*Out of town non-profits - **\$850.00**

*Out of town non-profits - **\$1,000.00 for rentals on holiday weekends**

**ALL NON-PROFITS ARE REQUIRED TO SUBMIT A CERTIFICATE OF INSURANCE (COI)
LISTING ANDOVER TOWNSHIP AS ADDITIONALLY INSURED**

*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**

Security Deposit

Upon completion of a satisfactory inspection by the barn caretaker, your security deposit will be returned to you in an Andover Township check, within 4 to 6 weeks.

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 _____

HILLSIDE PARK BARN RENTAL RULES

The Barn must be left in the same condition in which it was rented. The amount of the security deposit returned to you depends on the “day after” condition of the facility. There are no exceptions. Please be guided by the following:

1. Hillside Park Barn 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 you leaving the building.
4. Be sure all doors and refrigerators are closed prior to you 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 RECYCLING 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 Barn can be obtained from the Police Department Dispatcher’s desk. All items in the Barn 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 Barn 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 BARN ON THE RENTAL DATE, NOT THE NEXT DAY.

HILLSIDE PARK BARN
146 Lake Iliff Road, Newton, NJ 07860

The key to the building is held at the Andover Township Police Headquarters, located at 134 Newton Sparta Road, Newton, NJ 07860. The Dispatch Desk is open 24 hours a day, 7 days a week, for your convenience. **Please note, you must show the dispatcher your completed and signed (signed by recreation committee) copy of the approved application. If you do not have this application, you will not be given the key. Only the names listed as the renters on the application will be given the key to the building.** If for any reason you leave the venue during set up, you must lock the building and return the key to the Police Headquarters for safe keeping. **Please do not leave the building unlocked at any time.**

Kindly note, the rental only reserves use for the building, not the parking lot. Renting the Barn does not entitle you to the Pavilion. The Pavilion is considered open space and can not be rented.

Prior to your event, arrangements will be made with our caretaker, to familiarize yourself with the building.

Capacity: Fire Sub Code will not allow for more than 300 people. The Barn is set up for 86 people at all times. There are 11, 5 ft. round tables on the floor with 8 chairs per table. There are 8 additional round tables and 5, 6ft rectangle tables (23 tables total). There is also an additional 95 folding chairs available to bring the total up to 175 chairs. 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 10 original tables with 8 chairs each should be left on the floor in the original positions over the black circles on the floor. If accommodation for over 175 guests is needed, please make arrangements with a rental company for additional equipment. The additional rental equipment must be removed at the end of the rental, not the next day.

All activities must be concluded by 2:00 AM.

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 intended to be used for heavy cooking and food preparation.

There is no dishwasher, instead, there are two large sinks. There is no ice maker, instead there is a bench freezer for ice storage. There is a large bar in the banquet room. There is no refrigeration at the bar.

The building is heated and air conditioned.

All decorations must be taken down prior to leaving the building at the end of the rental. No confetti type decorations are allowed. 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. There will be a fee of \$25.00 charged for each balloon left floating free in the ceiling area. This fee will be charged against the security deposit fee held in escrow for the rental date.

For formal occasions such as a wedding, an extra day prior to the event to decorate 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.

ALL HILLSIDE PARK BARN RENTERS

PRIOR TO LEAVING THE BUILDING FOR THE LAST TIME, PLEASE MAKE SURE THAT:

1. ALL DECORATIONS ARE REMOVED
2. NO CONFETTI, GLITTER, HAY, STRAW OR USE OF TAPE PERMITTED ON THE FLOOR
3. ALL GARBAGE AND RECYCLING REMOVED TO DUMPSTERS
4. 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.

NOTE: FAILURE TO ADHERE TO THESE REQUIREMENTS WILL RESULT IN LOSING YOUR SECURITY DEPOSIT AS PER YOUR SIGNED CONTACT.

TABLE SIZE FOR HILLSIDE PARK BARN

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, 7 – round and 5 long 6ft and 102 chairs available to bring the total up to 198. In addition, 2 - 9 ft buffet tables. 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 FLOORS.** 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.**

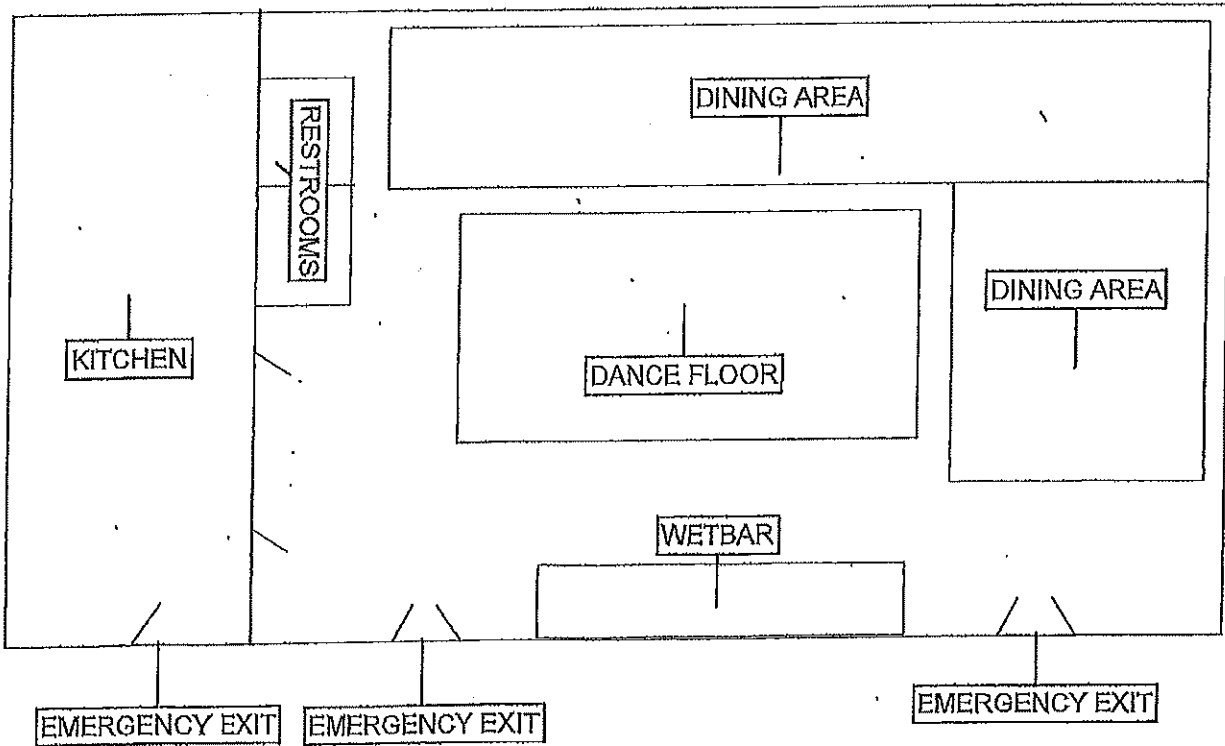
Case Number:

Date:

Location:

Description:

HILLSIDE PARK BARN



DIRECTIONS TO HILLSIDE PARK/ BARN-HALL AND 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.