

NORTHAMPTON TOWNSHIP SENIOR CENTER

RENTAL FEE SCHEDULE

SECURITY DEPOSIT - \$200 to reserve a date for a rental *

MULTI-PURPOSE AREA (partitions divide this area into 3 sections)

-Sections #1, 2 & 3	\$ 80.00/ hr.	2 hour minimum rental
-Sections #1 & 2	\$ 70.00/ hr.	2 hour minimum rental
-Section #1	\$ 60.00/ hr.	2 hour minimum rental

ART ROOM AND CONFERENCE ROOM

- Rental Fee	\$50.00/ hr.	2 hour minimum rental
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FACILITY ATTENDANT \$20.00/ hr. 2 hour minimum rental

The Facility Attendant is authorized by the Center to supervise the building with regard to the RENTER'S event as outlined in Facility Attendant Duties.

The rental period is the actual hours of the party. The renter is given one hour free of charge in advance of the scheduled start time of the party. When the party is over the renter is responsible for getting the rental room back to the same condition as when the renter first entered the room. Please note the restrooms should also be left without any trash on the countertops or floors. Cleaning items and trash bags will be supplied by the center. There is no additional charge for the time it takes the renter to clean up. It should not exceed more than (1) hour. If additional time is needed, please consult the attendant.

***A security deposit of \$ 200.00 is required from the RENTER**, as outlined in the rental agreement. The Facility Attendant will inspect the rental areas including the restrooms after the renter has cleaned. If the rental areas were left in acceptable condition a security refund check will be issued within 21 business days after the event.

-If the renter is booking an event within 30 days of the event date, the security deposit and payment in full is required at the time of application.

-If the event is scheduled more than 30 days from the date of application, a \$ 200.00 security deposit, 50% of the rental fees and the completed rental paperwork will be due. Remaining balance will be due 30 days prior to the rental date.

Special payment arrangements may ONLY be made with the permission of the Senior Center Manager or as noted on the Rental Agreement.



NORTHAMPTON TOWNSHIP SENIOR CENTER RENTAL AGREEMENT

Agreement for use of the Northampton Township Senior Center located at
165 Township Road, Richboro, Pa. 18954

The Northampton Township Senior Center, herein known as "CENTER", grants permission to _____, herein known as "RENTER", to rent the area of the Senior Center facility as outlined per agreement. All other areas of the building will be closed to the RENTERS during this rental time. Use of this rental area is for the purpose of _____. This agreement reserves the Center on (day/date) _____ for the hours of _____ to _____. RENTER will pay the Center the sum of \$ _____, as well as a \$ 200 deposit, made payable to Northampton Township. It is required that a Facility Attendant be present during the event to insure adherence to all rules and regulations provided in this agreement. The Facility Attendant will be on duty to supervise and oversee the RENTER event as specified in the attached guidelines. The Facility Attendant is responsible for set-up of tables and chairs.

In the event of an emergency, the use of this facility by Northampton Township takes precedence over all agreements. All deposits and monies paid previously by the RENTER will be refunded.

Upon signing this agreement, a deposit in the amount of \$ 200.00 will be paid by the RENTER to reserve the event date. This deposit will be used as a security deposit in the event of damage, breakage or defacing of the rental room and surrounding areas such as the lobby, patio, bocce court, or parking lot. This deposit is not considered a limitation of liability. Any additional damages incurred are due and payable within 10 days of an invoice from the CENTER. The security deposit will be returned to the RENTER as per fee schedule. If the rental should exceed the scheduled time, an additional \$ 50.00 per hour will be charged and will be deducted from the security deposit. Once all requirements are satisfied as per the rental agreement, procedures and policies, the deposit money will be mailed or will be available for pick-up within 14 business days after the RENTERS date.

All RENTERS must provide proof of liability insurance, either through a Homeowners policy, in effect on the date of the event if the Rental is for an individual, or a Commercial General Liability policy, if the Rental is for an entity other than the individual. A sole proprietor business is not considered an individual for purposes of this Rental agreement. The evidence of liability insurance requires a minimum amount of \$ 300,000 Each Occurrence Bodily Injury and Property Damage Liability. The Renter must present the evidence of required coverage to the Center at the time of signing of the application. A copy

of the Declaration Page or Certificate of Insurance is required for a Commercial General Liability policy.

Payment requirements are as follows:

-If the user is booking an event within 30 days of the event date, the security deposit and payment in full is required at the time of application.

-If the event is scheduled more than 30 days from the date of application, a \$ 200.00 security deposit, 50% of the rental fees and the completed rental paperwork will be due. Remaining balance will be due 14 days prior to the rental.

Payment of cash or check is acceptable. Checks should be made payable to Northampton Township.

In the event that a RENTER must cancel a rental date, the RENTER will have 14 days prior to the rental date to cancel the event and receive a full deposit refund. Should the cancellation occur within 14 days of the agreed date, every effort to reschedule shall be made by the CENTER to accommodate the RENTER. In the event that a RENTER is unable to reschedule an alternate date, a \$ 100.00 fee will be incurred. The approved applicant may not sublet or transfer the rights and privileges as a RENTER to any individual, group or organization.

RENTER hereby releases and agrees to indemnify and hold harmless Northampton Township from any and all liability with respect to bodily injury and property damage incurred resulting from the rental and use of the facilities and premises.

This agreement will be binding only after all of the aforementioned requirements are satisfied. The RENTER signature represents adherence and acknowledgment of this agreement and all attached rental policies and procedures.

I hereby agree to the terms and conditions as outlined in this rental agreement, policies and procedures and attached addendums.

RENTER Name (Print)

RENTER Signature

Date

CENTER Signature

Date

NORTHAMPTON TOWNSHIP SENIOR CENTER RENTAL POLICIES AND PROCEDURES

1. Smoking is not permitted in the building. Smoking is limited to the outside front entrance of the building and parking lot areas. All cigarette butts are to be disposed of in the proper receptacles.
2. The possession and use of controlled substances or drugs in or on the Center premises is strictly prohibited. Violators will be reported to the proper authorities. Alcohol is permitted providing the required Northampton Township Alcoholic Beverage Policy and Use Form as been completed and approved.
3. Political campaigning is only permissible at political fundraising events in which the meeting room is being rented.
4. In the event of an emergency, the use of the facility by Northampton Township supersedes all commitments. All deposits will be refunded in full to the RENTER and every effort will be made to accommodate another event date for the RENTER.
5. RENTER may not directly, or by implication, use the name of the Northampton Senior Center or Northampton Township as a co-sponsor without prior written authorization.
6. RENTER agrees to hold harmless and indemnify the Northampton Township Senior Center and its' members, and Northampton Township from any and all damages or injury to property or person arising out of the use of the facilities. In addition, adequate insurance limits and conditions per the Rental agreement must be in place.
7. RENTER may not sublet or transfer the rental rights and privileges to any other individual, group or organization.
8. A Facility Attendant shall be on the premises and is authorized by Northampton Township to supervise the facility with regards to the RENTER'S function.
9. All accidents, injuries, damage and breakdowns to the facility shall promptly be reported to the Rental Attendant who will, in turn, document and report all incidents to the Center and/or Fire/Police/ Emergency personnel. In the case of personal accident or injury the Rental Attendant will call 911.
10. The building, grounds and equipment must be left clean and orderly. Condition of such is subject to the approval of the Rental Attendant. Failure to comply will result in additional charges based on time and material required to return the building to proper order.
11. RENTER shall use only those areas designated on the facility use application.

12. In the event of damage, the security deposit will be withheld for any destruction of equipment and damages will be identified with RENTER by the Facility Attendant, upon final inspection. The Manager will assess applicable damages to the User.
13. The use of flammable, toxic, contaminating or polluting materials is prohibited. All fire and safety regulations must be observed at all times. Fog/smoke machines are prohibited.
14. Decorations may not be tacked, taped or fastened to the walls of the facility except by use of approved fasteners. No confetti can be used.
15. All outside electrical appliances, devices and equipment must be disclosed by the RENTER in the Facility Use Application for Center approval. Additional charges may apply.
16. RENTER shall make no changes, additions or alterations to the facility and surrounding premises. No property may be removed from its' permanent location without permission from the Center.
17. Use of kitchen facilities is subject to the directives as outlined in the Kitchen Use Addendum.
18. If the RENTER notifies the Center of a cancellation prior to 14 days of the event, a full refund of the deposit will be returned. If cancellation occurs within 14 days of an event, the deposit will be returned less \$ 100.00 service fee. Every effort will be made to reschedule the event.
19. The Center requires the RENTER to provide a Certificate of Insurance upon signing the rental agreement in the minimum amount of \$ 300,000 Each Occurrence Bodily Injury and Property Damage Liability. This applies to rentals not serving alcohol. If alcohol is served, refer to the Northampton Township Alcoholic Beverage Policy and Use Form.
20. The Northampton Township Senior Center Board reserves the right to reject a rental application at its' sole discretion.

RENTER NAME (Please Print)

RENTER SIGNATURE

DATE

Revised 12/17/25

**NORTHAMPTON SENIOR CENTER
APPLICATION FOR FACILITY USE**

Name _____

Today's Date _____

Address _____

City, State, Zip _____

Home Telephone _____

E-mail Address _____

Work # / Cell # _____

Type of Event _____

Number of Guests: _____

Individual Honored (if applicable) _____

Insurance Company _____

Declaration Page Received _____

Policy # _____

Expiration Date _____

Date/Day of Event _____ Hours: From _____ To _____

Room (s) requested: _____ Multi-Purpose Room - Sections 1, 2 & 3
_____ Multi-Purpose Room - Sections 1 & 2
_____ Multi-Purpose Room - Section 1 ONLY
_____ Kitchen
_____ Art/Conference Room

Other Considerations: Alcohol Being Served: Yes or No (Please Circle)

Caterer _____ Name _____

Cost:

Security Deposit _____

Room Rental _____

Facility Attendant Fee: _____

Total Fees Due _____

For office use only:

Deposit Amount _____ cash/check Date _____ Rental fee _____ cash/check Date _____

Deposit returned _____ Date Returned _____

Facility Attendant Duties

- The Facility Attendant (FA) will remain on the premises and within the facility during a RENTER event.
- FA is present to answer questions and provide ease for the RENTER with regard to set-up, take down and general questions pertaining to the facility and premises.
- FA is there to oversee and insure that the policies and procedures of the rental application are abided by.
- If the event runs over the contracted time, RENTER will compensate the FA at an additional fee of \$ 20 per hour, along with applicable extra rental charges. Additional fees will be billed to the RENTER or deducted from the security deposit.
- FA duties include:
 - Unlock and prepare facility for RENTER event as per any special instructions from the rental agreement.
 - Set out trash receptacles and liners.
 - Sweep and mop floors.
 - Wipe down tables and chairs.
 - Rearrange and stack tables and chairs on dollies after event.
 - Put away any equipment, secure and lock up room and facility.
 - Remove trash to outside dumpster.
 - FA must document of any damages, improper conduct, problems and incidents to the RENTER and Center Manager using an Incident Report Sheet. In the event of accident, unruly, improper or illegal conduct, FA must notify the proper authorities as it pertains to the incident.

- It is the RENTER'S responsibility to:
 - Clear off tables, chairs and other surfaces of food, papers, bottles, cans, cups, etc. and dispose of debris in the proper trash receptacles.
 - If renting the kitchen: Clean kitchen, all surfaces, floor, countertops and equipment used, including utensils and towels.
 - Remove all food items, including condiments, ice and paper goods. * **No food of any kind may be left!** * The freezer and refrigerator are to be left as was found.
 - Any food items left by the CENTER are to remain in the kitchen and not used or "replenished" by the RENTER at any time.
 - Take down decorations. Do NOT leave any decorations or ornamentation at the Center. NO items may be taped or adhered to the walls, unless using properly- approved, non-marking fasteners which do not peel paint, nick or scrape the walls, doors or interior of the facility. Free-standing decorations are recommended: Balloons, streamers, table decorations, etc.
 - Transport food to and from kitchen. This duty is not required of the FA.
 - Leave the facility in the same condition as it was found.

- FA is NOT required to:
 - Assist caterer in cooking, preparing, transporting and serving of food.
 - Baby-sit or participate in any caregiver-type duties for children.
 - Police, check attendance or reprimand improper conduct.

Northampton Township - James E. Kinney Senior Center
Preferred Vendors List

May we suggest the following businesses to help with your party needs.
These vendors have been involved in many functions held at the senior center.
They will help make your event a huge success!

Gianni's Pizza - Contact: Luca
842 Bustleton Pike
Richboro, PA 18954
(215) 322-7616

Lindinger's Catering - Contact: Frank
515 Stump Road
North Wales, PA 19454
(215) 393-5277

Pallante's Italian Deli
Mallard Creek Village
130 Almshouse Road
Suite 207
Richboro, PA 18954
(215) 364-9750

Philly Pretzel Factory – Contact: Carmen
741 Second Street Pike
Richboro, PA 18954
(215) 288-5901