

**Midland Park Ambulance Corps**  
471 Godwin Avenue Midland Park NJ 07432  
reservations@midlandparkac.org

## **2024 Bolger Community Room Rental Application**

Name \_\_\_\_\_

Address \_\_\_\_\_

Organization Name (if applicable) \_\_\_\_\_

Cell Phone of contact \_\_\_\_\_

Email address \_\_\_\_\_

Date of Rental \_\_\_\_\_

Time of rental (No later than 12 midnight, including clean up) \_\_\_\_\_

Type of event: \_\_\_\_\_

# people attending event (max room capacity 102 people) \_\_\_\_\_

**Event date will only be secured upon receipt of ALL paperwork including rental application,  
Hold Harmless Agreement, insurance certificate, and all fees.**

**\*\*\*\*\*ABSOLUTELY NO DATES WILL BE HELD WITHOUT THE ABOVE BEING RECEIVED BY MPAC!\*\*\*\*\***

**Failure to comply with rental regulations will result in loss of security deposit fee.**

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### **Rental Fees (includes 6 hours TOTAL - time includes set up and clean up)**

Residents                      \$450 plus refundable \$250 security deposit

Non-Residents              \$600 plus refundable \$250 security deposit

Weekdays available for hourly use - please inquire for rates

\*All dates - particularly on HOLIDAYS - are pending availability of a hall monitor\*

**Insurance:** Each renter must provide the Midland Park Ambulance Corps a certificate of insurance with \$500,000 personal liability and the Midland Park Ambulance Corps listed as the additional insured which will cover the scheduled date and times of the event. If any alcohol will be served, the certificate of insurance must be for \$1,000,000 personal liability. Check with your homeowner's insurance for information about event rider insurance or try online sites such as [www.theeventhelper.com](http://www.theeventhelper.com) or [www.eventsured.com](http://www.eventsured.com). We are not affiliated with them nor do we receive any compensation from them; however, we have had many renters who had much success going online for their riders!

**Monitor:** A representative of the ambulance corps will be present during the event to ensure that everything is in place, answer questions, handle problems that may occur and ensure that the conditions of the rental agreement have been met. The monitor will meet with you prior to check in and then check you out at time of departure to ensure the enclosed checklist is complete in order for you to receive your security deposit back in full. Failure to walk with the monitor through check out may result in loss of deposit. Security Deposit will be refunded after the event, PROVIDED NO PROPERTY DAMAGE HAS BEEN INCURRED and the hall has been returned to its original condition. If the Monitor determines the Hall and Bathrooms are not "BROOM swept and CLEAN", you will forfeit your security deposit.

**Room info:** The maximum room capacity is 102 people (including all guests, caterers or entertainment).

There are four 72" diameter tables that seat a maximum of 10, seven 60" round tables that seat a maximum of 8, and 6 rectangular tables ( 8' x 2.5') available for buffet style setup. 100 chairs are provided.

Renter is responsible for setting up and taking down all tables and chairs.

Overall dimension of the room is 35' x 42'. Dance floor is 12' x 20'. Ceiling is twelve foot high over the wooden dance floor, with the highest of the wooden beams at 11' and lower beams at approximately 8'.

**Hours of occupancy:** All functions shall not run for more than SIX HOURS including set up and clean up. It is expected that the room shall be completely cleaned and vacated at the end of the six hour period. Any event exceeding the six hour time limit or **going past 12 midnight** will be subject to loss of the security deposit.

**Kitchen:**

You may use the refrigerator and freezer provided it is left clean and empty upon the end of the event. Stove and oven are available for use. Ice machine is available for your use. Kitchen must be left clean and with no food, trash, or debris left. **Please supply your own contractor sized trash bags.** We have two bins for your use.

**Garbage:** All garbage MUST be removed from the building and placed in the garbage bins in the garbage/recycling enclosure in the front driveway of the building. This includes garbage from bathrooms and replacing trash can liners in all cans and bins. We supply liners for bathroom trash. **Supply your own contractor sized trash bags for all other trash. NOTE: In the past, people dragged trash bags across carpets. The bags ripped open and stained the carpet. We will retain the security deposit IN FULL if trash is dragged and stains are left.**

**Smoking:** **Our building is a SMOKE FREE FACILITY.** Any cigar or cigarette smoking or vaping in the building will result in IMMEDIATE eviction of the entire party and loss of security deposit. Any cigarette butts found outside after the event will result in loss of the security deposit.

**General rules:**

- NO glue, tacks, pushpins, tape, "funtack", nails, or any form of adhesive may be used to hang decorations.
- NO glitter, confetti, tinsel, etc.
- NO candles or sparklers. NO open flames.
- NO tables or chairs on the dance floor.
- Helium balloons must be SECURELY weighted down. Guests are NOT permitted to use tables, chairs, or ladders to retrieve a balloon. Ask your monitor for assistance should this become an issue.
- Tables and chairs must be placed neatly back in the closet. A few chairs may be stacked no more than 6 high along the back wall of the room.
- Kitchen, community room, bathrooms, hallways and elevator should be left in "broom swept/vacuumed" condition. Any carpet stains or spills or damage to the room must be reported to the monitor.
- **NO ANIMALS allowed on the premises with the exception of service dogs.**

**Security Deposit:** This signed application and Hold Harmless Agreement must be returned with \$250 security deposit (check payable to MPAC) and rental fee (\$450 for residents or \$600 for non residents) to reserve the Bolger Community Room to:

Rental Chairperson - Midland Park Ambulance Corps

471 Godwin Avenue Midland Park, NJ 07432

The certificate of insurance can be emailed to [reservations@midlandparkac.org](mailto:reservations@midlandparkac.org) in lieu of a hard copy.

**Failure to provide all necessary documents and fees as scheduled will result in loss of room rental and loss of security deposit.**

**\*\*Please include a self addressed & stamped envelope for refund of security deposit.\*\***

The security deposit shall be refunded within 14 days after the event if there has been no damage or violations of this agreement and the facility was left in satisfactory condition. The hall monitor and the person named on the room rental application shall meet prior to the event and at the end of event to sign the checklist to ensure satisfactory room conditions.

I have read and agree to all rules and regulations for the Bolger Community Room rental. Failure to comply will result in loss of security deposit.

Renter's Signature \_\_\_\_\_ Date \_\_\_\_\_

MPAC Representative Signature \_\_\_\_\_ Date \_\_\_\_\_

## Hold Harmless Agreement

Between the Midland Park Ambulance Corps Inc  
and

(Name of Individual/Organization) \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

In consideration of the use of the Bolger Community Room on (date) \_\_\_\_\_ from  
(start time) \_\_\_\_\_ to (end time) \_\_\_\_\_ for the purpose of  
\_\_\_\_\_

The undersigned agrees to indemnify and hold harmless the Midland Park Ambulance Corps Inc (hereafter referred to as MPAC) and its officers, agents, members, and employees harmless from any liability, claims, costs, and attorney fees arising out of the use of the property referred to above. I understand that this Hold Harmless Agreement also requires that MPAC is indemnified from any losses or damages resulting from the acts or omissions from any guest, participant, visitor, or other person attending the event herein referred to, unless waived in writing by MPAC. I agree to furnish a Certificate of Insurance specifically naming MPAC as an additional insured providing general liability coverage including bodily injury and property damage with minimal limits of liability not less than \$500,000. If alcohol will be served, \$1,000,000 in coverage is required. In order to induce MPAC to accept this Hold Harmless Agreement, the following information concerning the intended use of the premises is furnished:

- Alcoholic beverages WILL or WILL NOT (circle one) be served.
- Total number of people expected is \_\_\_\_\_ (not to exceed 102).
- Live entertainment WILL or WILL NOT (circle one) be provided.
- Vendor rentals (tables, chairs, DJ, band, games, photo booth) \_\_\_\_\_
- Other \_\_\_\_\_

This agreement shall remain in full force for any continued, additional, or postponed date for the event indicated. MPAC reserves the right to cancel or interrupt the event if the representations set forth herein are not adhered to or if MPAC determines that a situation may lead to personal injury, property damage, or violation of law exists.

Signed this day of \_\_\_\_\_ as the binding act in deed of

(Name of renter) \_\_\_\_\_

Authorized signature \_\_\_\_\_

Witness name \_\_\_\_\_ Date \_\_\_\_\_

## **Bolger Community Room Checklist**

**Name of Monitor:** (Print) \_\_\_\_\_

**Name of Renter & Date of Rental:** (Print) \_\_\_\_\_

### **Kitchen (check in/check out)**

_____	_____	Refrigerator and freezer left empty.
_____	_____	Nothing left in sink and sink is clean
_____	_____	Surface areas including stovetop wiped down.
_____	_____	Floor broom swept and mopped if necessary.
_____	_____	Gas supply to stove turned off.
_____	_____	Any spills wiped up.
_____	_____	All garbage removed and placed in outside garbage enclosure.
_____	_____	Liners replaced in trash cans (renter supplies contractor bags).

### **Community Room (check in/check out)**

_____	_____	Walls clean - NO tacks, pushpins, tape, "funtack", nails, or any form of adhesive on walls and wooden columns and no scuff marks or damage to walls.
_____	_____	Floors - broom swept and vacuumed condition. Wet jet/mop.
_____	_____	Carpet free of stains or spills. Any damages must be noted.
_____	_____	NO scuff marks on the dance floor from chairs or tables.
_____	_____	No balloons left behind (Guests are NOT permitted to use tables, chairs, or ladders to retrieve a balloon.)
_____	_____	Tables and chairs must be placed neatly back in the closet. A few chairs may be stacked no more than 6 high along the back wall of the room.
_____	_____	All garbage removed and placed in the outside garbage enclosure.
_____	_____	Liners replaced in all trash cans (renter supplies contractor bags).
_____	_____	Thermostats set, matching, to either A/C 76 (summer) or Heat 60 (winter).

### **Bathrooms (check in/check out)**

_____	_____	Electric heaters in bathrooms set to LO.
_____	_____	Sink and toilets clean, tidy, and in working order.
_____	_____	All garbage removed and placed in the outside garbage enclosure.
_____	_____	New liners replaced in all trash cans.
_____	_____	Floors left in broom swept condition.
_____	_____	Toilet paper replaced.
_____	_____	Paper towels replaced.

**Hallways (check in/check out)**

\_\_\_\_\_ Floors left in broom swept/vacuumed condition. No stains from  
leaky trash bags! Please carry the trash bags - don't drag or they may rip and stain carpet.

\_\_\_\_\_ Walls clean - NO tacks, pushpins, tape, "funtack", nails, or any  
form of adhesive on walls and no scuff marks or damage to walls.

\_\_\_\_\_ KEY LEFT IN UTILITY CLOSET.

\_\_\_\_\_ Electric heater at bottom of staircase set to LO.

**Elevator (check in/check out)**

\_\_\_\_\_ Floors left in broom swept condition.

\_\_\_\_\_ Walls clean - NO tacks, pushpins, tape, "funtack", nails, or any  
form of adhesive on walls and no scuff marks or damage to walls.

\_\_\_\_\_ Thermostats set to either A/C 76 (summer) or Heat 60 (winter).

\_\_\_\_\_ All personal items removed from the building.

\_\_\_\_\_ Entryway and outside entrance free of all cigarette butts.

\_\_\_\_\_ All garbage removed and placed in the outside garbage enclosure.

\_\_\_\_\_ ALL DOOR STOPS MUST BE REMOVED.

\_\_\_\_\_ ALL DOORS MUST BE CLOSED.

**THIS CHECKLIST MUST BE SIGNED OFF BY MONITOR OR SECURITY DEPOSIT SHALL  
BE FORFEITED BY THE RENTER.**

**HALL MONITOR MUST TURN IN THIS SIGNED CHECKLIST IN ORDER TO BE PAID.**

Renter Signature \_\_\_\_\_

Monitor Signature \_\_\_\_\_

Date \_\_\_\_\_

Please note any issues before or after rental time/event re: areas that need repair or attention:

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## **CHECKLIST FOR RENTAL AGREEMENT OF BOLGER COMMUNITY ROOM**

Renter's name \_\_\_\_\_

Renter's Phone \_\_\_\_\_

Date & Time of Rental \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_

Date Rental Agreement turned in completely \_\_\_\_\_

Date Security Deposit Received (\$250) \_\_\_\_\_ check # \_\_\_\_\_

Date Rental Fee Received (\$\_\_\_\_\_) \_\_\_\_\_ check # \_\_\_\_\_

Date Certificate of Insurance received \_\_\_\_\_

**IF ALL OF THE ABOVE ARE NOT RECEIVED AT LEAST TWO WEEKS PRIOR TO  
THE EVENT, RESERVATION WILL BE CANCELED.**

Monitor name \_\_\_\_\_

Time of Party \_\_\_\_\_

Time monitor present for initial walk through \_\_\_\_\_

Time event is over and building cleared out \_\_\_\_\_

Date monitor returns all paperwork \_\_\_\_\_

Date, check number, & total \$ Monitor is paid \_\_\_\_\_

Date, check number & total \$ refunded for security deposit \_\_\_\_\_