

**BOROUGH OF BEACHWOOD
MAYO PARK CENTER
RENTAL APPLICATION
A SMOKE FREE FACILITY
501 BEACON AVENUE, BEACHWOOD, NJ 08722**

NOTICE: if you are selling tickets for the event on this application, and are serving alcoholic beverages, you are required by law to obtain approval for a One Day Liquor License, first by Resolution of the Borough of Beachwood Governing Body and by the N. J. ABC. There is a fee associated with your ABC application payable to the N. J. Division of ABC. You must attach a sample ticket to the rental agreement, and a copy of your Certificate of Insurance holding the Borough of Beachwood harmless. You will be required to file proof of the ABC Liquor License, prior to the release of any keys to the Mayo Park Center.

ANY FACILITY EMERGENCIES ARE TO BE CALLED IN TO THE BEACHWOOD POLICE DEPARTMENT 732-341-1242

Applicant Full Name: _____

Please print – Note: The Applicant is the Sole Responsible Party for the Rental and Deposit Refunds Are Only Made to the Applicant

Address: _____ Telephone# _____

Email: _____ Emergency Telephone# _____

City & State: _____ Zip Code: _____

Agrees to rent the Mayo Park Center on the _____ Day of _____ 20____ for the following

event: _____ and I understand that I must comply as follows:

FRIDAY RENTALS – NO ACCESS BEFORE NOON TIME ALL FEES MUST BE PAID IN FULL UPON APPLICATION

	BLDG, KITCHEN, PAVILION	KITCHEN & PAVILION	DEPOSIT	TOTAL PAID
RESIDENT	\$200.00	\$100.00	\$100.00	\$
NON RESIDENT	\$300.00	\$200.00	\$200.00	\$
BEACHWOOD ORG.	\$100.00	\$75.00	\$75.00	\$

Deposit/Security

Applicant is solely responsible for any and all damages incurred and shall forfeit deposit for any infraction of this agreement as it applies to cleaning, setup, returning keys or damages. Deposit will be forfeited if applicant cannot maintain safety during their rental and if Police are called. NO HORSEPLAY; BALL PLAYING, ROLLER BLADING, SKATE BOARDING, TENTS, INFLATABLES, LIVE STOCK (FARM ANIMALS), OUTDOOR HEATERS PERMITTED IN THE BUILDING. THE KITCHEN FRYER IS NOT TO BE USED.

+ \$75.00 Administrative Fee

Deposit Refund

Deposit refunds are made to the applicant only. Checks received must be in the name of the applicant. Upon return of the key, the applicant will be required to sign a voucher and pending the condition of the facility following inspection, that voucher will begin the refund process. All refunds are addressed by the Governing Body at a regularly scheduled meeting following the rental event. Process may take several weeks due to meeting schedules.

Cancellation Policy Rescheduling Fee \$25.00

Cancellation advance of 60 days will cost the applicant \$50.00
Cancellation of 60 days or less will cost the applicant \$75.00
Cancellation of 30 days or less will cost the applicant Full Deposit

YOU ARE RENTING THE MAYO PARK CENTER – WHICH INCLUDES IN YOUR AGREEMENT THE EXTERIOR SURROUNDINGS, THE PARK ITSELF AND THE PARKING LOT

NO SMOKING PERMITTED IN THE BUILDING, OUTDOOR ASHTRAYS ARE AVAILABLE – NOTHING PERMITTED TO BE LEFT OVER NIGHT – THE BUILDING MUST BE ABSOLUTELY CLEAR OF ALL PERSONAL ITEMS. CATERERS: YOUR RENTAL EQUIPMENT IS TO BE REMOVED BY THE END OF THE EVENT. THE BUILDING MUST BE RESET AS FOUND. ANYTHING LEFT BEHIND WILL BE DISCARDED.

I HAVE READ THIS AGREEMENT AND THE INFORMATION ON THE REVERSE SIDE OF THIS FORM AND ACKNOWLEDGE THAT I AM THE SOLE PARTY RESPONSIBLE:

1. Facility available from 8:00 am to 10 pm date of the event. If an extended end time is needed, it must be approved by the Governing Body. Key to be picked up by the last business date preceding the event during hours 8:30am to 4:30pm.
2. No representative of the Borough will provide access to the facility. If keys are not picked up and an employee is called out, a \$50 charge will be deducted from the deposit.
3. Applicant must notify the Beachwood Police Department no less than 30 minutes before accessing the facility.
4. NOTHING WILL BE AFFIXED TO THE WALLS, WINDOWS, DOORS, ETC.
5. All trash will be placed in containers located outside.
6. All cleaning requirements noted on reverse of this form MUST BE ADDRESSED and will be considered when approving refund of deposit.
7. Deposit refund will be denied, if the Borough must clean up, reset or discard any items.
8. Any damages exceeding the deposit will be billed to the applicant.
9. Failure to return keys in a timely manner (next business day) will cost applicant \$10 each day of failure to return.
10. If you have hired a caterer or rented any equipment, everything must be removed at the end of your event.
11. Anything left outside the facility will affect the refund of your deposit.

YOU AND YOUR GUESTS ARE ASKED TO TREAT THIS FACILITY WITH RESPECT. YOU ARE A WELCOME VISITOR AND WE'D LIKE TO HAVE YOU BACK AGAIN.

I, (Print) _____, acknowledge the times noted on the front and the reverse of this application and I understand I am the sole responsible party.

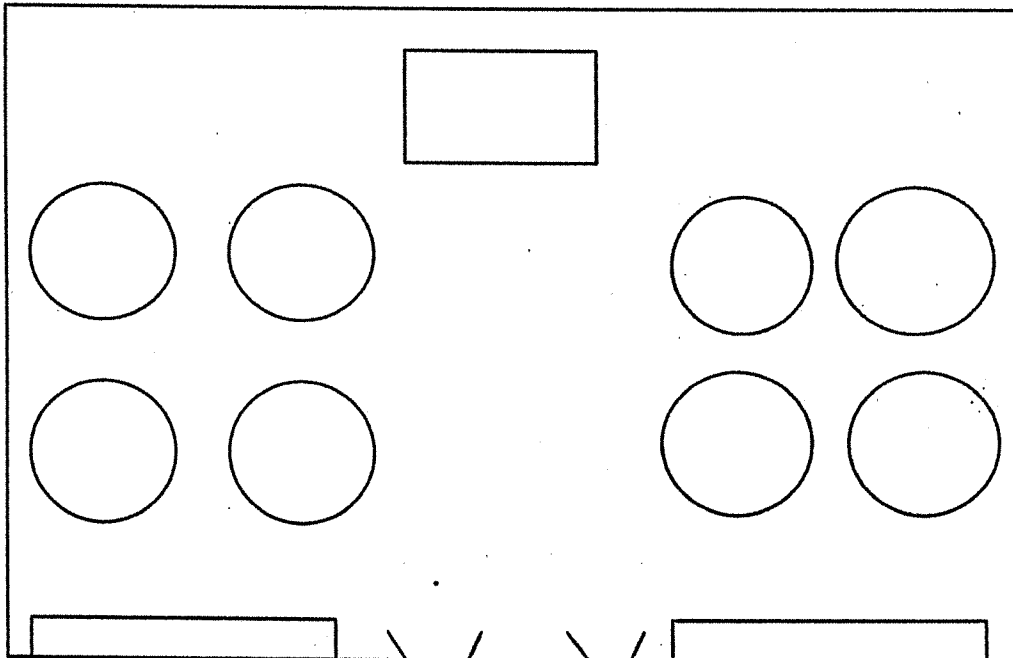
Applicant's Signature _____

Application Date _____

Date Approved: _____ Resolution # _____ Refund Approved _____ Refund Denied _____

Deposit Refund Amount \$ _____

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ROOM SET UP WITH 8 ROUND TABLES EACH HAVING 8 CHAIRS

YOU MUST LEAVE ROOM AS YOU FOUND IT

NO TENTS ON OUTSIDE OF BUILDING

Room Capacity: 100 People Max Allows for 80 seated at tables (See above diagram)

WE DO NOT PROVIDE: Cooking utensils-pots-dishes-cutlery-ice

OUR ON-SITE INVENTORY:

Chairs Commercial Stove Refrigerator Microwave Oven
72" Round Tables Rectangular Tables

YOU MAY NOT USE: TAPE OR PUTTY PRODUCTS (COMMAND/FUNTACK) ON ANY WALLS, LIGHTS, DOORS OR WINDOWS

CHECK LIST FOR CLEAN UP:

1. Tables-Chairs
2. Floors cleaned of debris; bare floors swept and spills mopped
3. Caterers and rental companies have removed all their equipment or will be discarded by the Borough
4. Key to the facility is to be returned by the next business day following event or a \$10 fee will be imposed per day not returned and deducted from the deposit. If the key is lost, the applicant will be charged for replacement of all locks and corresponding keys.

REMEMBER: YOU, THE APPLICANT, ARE FINANCIALLY RESPONSIBLE FOR ANY INFRACTIONS OF THIS AGREEMENT.

_ HOLD HARMLESS AGREEMENT
BETWEEN THE BOROUGH OF BEACHWOOD

AND

1. _____
(Individual) Telephone Number _____
- _____
- Address City Zip
2. _____
(Organization – Non Profit Corporation – Corporation – Public Entity)
- _____
- Address City Zip
- _____
- Responsible Party Telephone Number _____

In consideration of the use of the [Beachwood Community Center] [Mayo Park] on the _____ day of _____ 20____ for the purpose of _____.

The undersigned agrees to indemnify and hold the Borough of Beachwood and its officers, agents and employees harmless from any and all liability, claims, costs and Attorney's Fees arising out the use of the property referred to above.

I understand that this Hold Harmless also requires that the Borough of Beachwood is indemnified from any losses or damages resulting from the acts or omissions from any guest, participant, visitor or other person attending the event described above.

Unless waived in writing by the Borough of Beachwood, I agree to furnish a Certificate of Insurance specifically naming the Borough of Beachwood as an additional insured, providing general liability, bodily injury and property damage coverage with minimum limits of liability not less than [\$500,000.00 – Individual] [300,000.00 – group/organization]. In order to Induce the Borough of Beachwood to accept this Hold Harmless Agreement, the following information concerning the intended use of the premises is furnished.

- a. Alcoholic Beverage (will) or (will not) be served.
- b. Total number of persons anticipated is _____.
- c. Number of Adults anticipated is _____.
- d. Number of Minors anticipated is _____.
- e. Food (will) or (will not) be served.
- f. Live entertainment (will) or (will not) be provided.
- g. Other _____.

The undersigned accepts full responsibility for all liability.

Signed this _____ day of _____ 20____ as the binding act in deed of

Name of Individual or Organization (Please print)

Authorized Signature: _____

WAIVER ACKNOWLEDGED: _____
Borough of Beachwood Representative

Mayo Park Center Indoor Panels

*Please read agreement &
Sign and date below:*

NO

PINS – CLIPS – STAPLES – TAPE – STICK UP PUTTY

NOTHING

GOES UP ON THE ACOUSTIC PANELS or FRAMES

RESULT WILL BE

DEPOSIT WILL BE HELD UNTIL YOU OR YOUR
INSURANCE POLICY PAYS FOR THE COMPLETE REPLACEMENT
OF ALL DAMAGE DONE.

Signature here: _____

Print name here: _____

Rental date: _____

H/O POLICY #: _____

Address/phone: _____

NOTE: Security Cameras are in operation at all times

**MAYO PARK REC BUILDING RENTAL AGREEMENT
ADDENDUM**

Effective January 21, 2026, the Borough of Beachwood Governing Body has implemented a mandatory pre-rental inspection for all Mayo Park Recreational Building rentals.

The renter, or a duly appointed representative of the renter, **must arrive at the Mayo Park Recreational Building at 8:30 a.m. on the scheduled rental date.** A member of the Department of Public Works, Buildings & Grounds Division, will conduct a walk-through inspection of the facility with the renter.

At the conclusion of the inspection, the renter or representative shall **initial and sign the pre-rental inspection form** acknowledging the condition of the facility. The building will be **re-inspected following the rental**, and any damages, issues, or violations of the rental agreement will be documented.

Upon return of all rental building keys, the renter will receive **a copy of the completed inspection report from Borough Hall.**

An **administrative fee of \$75.00** shall be added to the rental cost.

Any damage to the facility or violations of the rental agreement may result in **forfeiture of the security deposit and/or additional charges** assessed to the renter.

Failure of the renter or their duly appointed representative to appear for the pre-rental inspection may result in forfeiture of the rental deposit.

Rental Applicant Name: _____

Rental Applicant Signature: _____

Date: _____

MAYO PARK RECREATION CENTER

To assist renters in understanding how the Borough of Beachwood determines decisions regarding rental deposit refunds, please use this checklist as your guide for proper cleanup at the Mayo Park Recreation Center.

At the conclusion of your event, please ensure the following:

General Area

- Tables and chairs are clean and in proper working condition
- Floors are clean with no spills or debris
 - *All spills must be mopped*
- Storage areas are clean
 - Extra tables and chairs are properly stacked
- **NO tables or chairs left outside**
- Room is set up the same way it was received
- All garbage is bagged and placed in the designated exterior disposal area

Kitchen Area

- Countertops are cleaned and clear of all items
- All appliances are cleaned:
 - Stove
 - Convection ovens
 - Coffee machine
 - Sinks
- Ice machine is clean and free of debris
- Refrigerator and freezer are clean
 - All food items removed

Bathrooms

- Bathrooms are clean, free of debris, and undamaged

Catering

- Any caterers have removed **all** items brought into the facility for the event

Cleaning supplies and equipment are located in the kitchen storage closet for your convenience.