

1st - 10/7/13
2nd - 10/21/13
eff. 11/11/13

Township of Lower, County of Cape May, State of New Jersey

Ordinance #2013- 21

TITLE: AN ORDINANCE AMENDING CHAPTER 475 OF THE PARKS AND RECREATION AREAS ORDINANCE OF THE TOWNSHIP OF LOWER

WHEREAS, Chapter 475 Parks and Recreation Areas of the Township of Lower governs the general provisions regarding general Rules and Regulations of all recreational parks and facilities of the Township of Lower; and

WHEREAS, the Township of Lower wishes to serve the community by providing a facility for such events as weddings, seminars, workshops, concerts, plays, board retreats, annual business meetings, and other professional and social events; and

WHEREAS, the Township of Lower has designated the Lower Township Millman Community Center to provide such services.

NOW, THEREFORE, BE IT ORDAINED AND ENACTED by the Township of Lower Council, County of Cape May and the State of New Jersey as follows:

Section 1: Chapter §475 Article III of the Township of Lower Municipal Ordinance is hereby enacted as follows:

§475-13. Rental Guidelines for the Lower Township Millman Community Center.

1. Contract.

(a) Any group or person contemplating renting the facility must enter into a Rental Agreement with the Lower Township Millman Community Center.

(b) Events must be booked at least thirty (30) days in advance.

(c) Events shall be considered scheduled only when the contract has been executed and a non-refundable reservation deposit of \$350.00 has been received by the Facility Coordinator.

i. The rental fee for Room "A" with a capacity of 149 persons is \$1,100.00 for Township residents and \$1,400.00 for non-residents.

ii. The rental fee for Room "B" with a capacity of 49 persons is \$300.00 for Township residents and \$400.00 for non-residents.

(d) The balance of the rental fee must be paid thirty (30) days prior to the event date, along with, an additional \$300.00 damage deposit.

(e) The Lower Township Millman Community Center reserves the right to cancel or void any Agreement at any time if it is determined that the renter has made any misrepresentations to the Center.

(f) The Township Manager has the authority to waive up to twenty five (25%) percent of the Center rental costs for special considerations.

2. Service of Alcoholic Beverages.

- (a) If alcoholic beverages are to be served, it is the responsibility of the Renter to contact the New Jersey Department of Alcohol Beverage Control and apply for a banquet license.
- (b) A copy of the ABC license is to be submitted to the Facility Coordinator seven (7) days in advance of the event.
- (c) The renter is responsible for complying with all ABC laws and must display the ABC license in a prominent place during the event.
- (d) No refunds will be issued by the Lower Township Millman Community Center due to the renter's inability to obtain an ABC license.

3. Insurance Requirements.

The renter shall not be allowed access to the facility until it has obtained the insurance required under this contract. All coverage shall be with insurance carriers licensed and admitted to do business in the State of New Jersey and acceptable to the municipality. All renters shall obtain a certificate of insurance for the event naming the Township of Lower and the Lower Township Millman Community Center as additional insured with the following limits:

- (a)1. Individuals. For the purpose of this ordinance individuals will be defined as Weddings, wedding receptions, graduation parties, etc. under 50 persons total and without alcohol service. A limit of \$100,000.00 in coverage is required with the Township of Lower and the Lower Township Millman Community Center both named as additional insured.
- (a)2. Events under 50 persons total with alcohol require \$500,000.00 in coverage with the Township of Lower and the Lower Township Millman Community Center both named as additional insured.
- (a)3. Events over 50 persons total with alcohol require \$1,000,000.00 in coverage with the Township of Lower and the Lower Township Millman Community Center both named as additional insured.
- (b)1. Non-Profit/Charitable Groups. For the purpose of this ordinance shall be defined as civic groups, service clubs, churches, etc. without alcohol service shall require insurance coverage in the amount of \$300,000.00 with the Township of Lower and the Lower Township Millman Community Center both named as additional insured.
- (b)2. Any event with alcohol service shall obtain \$1,000,000.00 in coverage with the Township of Lower and the Lower Township Millman Community Center both named as additional insured.
- (c) Commercial (for Profit) Groups. All commercial groups shall obtain insurance coverage in the amount of \$1,000,000.00 naming the Township of Lower and the Lower Township Millman Community Center as additional insured.

4. Catering.

All caterers who wish to utilize the kitchen must be approved by the Facility Coordinator and must present a copy of their business license and either a Health Department Certificate or a Food Service Manager Certificate to the Facility Coordinator.

5. Facility Maintenance.

a. Any decorations or other items taped, nailed, tacked, or otherwise attached to any part of the building including but not limited to, the walls, columns, and ceiling of the Center is prohibited.

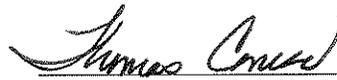
b. The renter is responsible for all set up and cleanup of the Facility as set forth in the Facility Rental Agreement provided.

c. Smoking is prohibited anywhere inside the Lower Township Millman Community Center.

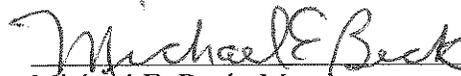
Section 2. All other Ordinances in conflict or inconsistent with this Ordinance are hereby repealed to the extent of such inconsistency.

Section 3. Should any section, paragraph, sentence, clause or phrase of this Ordinance be declared unconstitutional or invalid for any reason, the remaining portions of this Ordinance shall not be affected thereby and shall remain in full force and effect, and to this end the provisions of this Ordinance are hereby declared to be severable.

Section 4. This Ordinance shall take effect twenty (20) days after final passage and Publication as provided by law.



Thomas Conrad, Councilmember


James Neville, Councilmember
Jacqueline Henderson, Councilmember
Norris Clark, Deputy Mayor
Michael E. Beck, Mayor

Adopted: Oct 21, 2013

Attest: 
Julie A. Picard, Township Clerk