

COMMUNITY ROOM RENTAL

Listed below are the current rates for rental of the Community Room effective August 1, 2015 as well as the Rules and Regulations governing its use:

COMMERCIAL

\$300.00

MERCHANTS

\$100.00

Community Room capacity is 210 people

Chairs – 95

Tables – 32

RULES & REGULATIONS

Groups wishing to utilize the Community Room must complete and return the attached application at least 30 days prior to the requested date of the reservation.

Upon acceptance of the application, the organization, club or group will be notified by phone. The organization will then be advised of the fees. The group shall complete additional agreement forms, show proof of insurance with no less than \$2,000,000 per occurrence combined single limit for bodily injury and property damage, and sign a “Hold Harmless” agreement. Any fees charged must be paid seven (7) days prior to the date of use.

Any merchant group and/or organization granted use of the Community Room must maintain their assigned area. Kitchen facilities are not provided. All food and/or beverages must be properly disposed of and areas must be free and clear of all litter after use.

Smoking and alcoholic beverages are not permitted in the Community Room.

MONMOUTH MALL COMMUNITY ROOM
Rules And Regulations – EXHIBIT A

Any merchant group and/or organization granted use of the Community Room must maintain their assigned area. Kitchen facilities are not provided. All food and/or beverages must be properly disposed of and areas must be free and clear of all litter after use. Stage is not included in rental and is not for public use.

Smoking and alcoholic beverages are not permitted in the Community Room.

Chairs and tables in their current number and condition are the only accommodations supplied. Any additional chairs, tables, props, materials, sound systems, electrical connections, etc. must be supplied and handled by the group requesting space. The Community Room must be surrendered in the same condition of cleanliness and order as it was upon the commencement of use. All chairs and tables must be put back as found and all lights shut off.

At no time will Monmouth Mall, its employees, or affiliates be responsible for setting up, breaking down, monitoring, maintaining or securing any item used or needed by the group, nor will same be responsible for any loss of property, personal or property injury or damage of the group or its participants at any time. The area subject to agreement shall be used only for the purposes for which the agreement was granted and such use will be limited to the period of time and activity specified on the agreement.

Applicant shall at all times during its use and occupancy of the area provide sufficient supervision and maintain adequate control of its employees, customers, or invitees.

In the event there are any licenses or permits required by any governmental agency or authority for the use of the area, Applicant shall obtain and present them to Monmouth Mall Management. No unlawful activities shall be permitted in the use of the area.

Attending personnel must conduct themselves in a courteous and professional manner.

Mall property cannot be damaged in any way. Structures cannot be nailed to mall surfaces, affixed to columns, trees, plants or placed in/on planters. All display material must be temporary in structure and easily removed.

All electrical needs must be requested and approved by Mall Management. One hundred and ten (110) wattage is available for use. Any extension cords needed shall be supplied by the Applicant. Heavy duty cords must be used under all rubber matting. Edges of the matting may be taped down with masking tape only (no duct tape). Electrical cords will not be allowed in passageway areas.

All deliveries must be properly arranged and scheduled through Mall Management.

Set up and takedown will occur only during the times designated; other arrangements must be made with Mall Management, if necessary. Tiles or pads must be placed under tires and/or legs of heavy items brought in by the group using the Community Room. Tiles or pads shall be furnished by the group.

To retain the ability to adapt to new or changing circumstances, the Mall Management reserves the continuing right without the necessity of advance notice or hearing to alter, amend, modify, change or terminate these rules or any of them and to make new or different rules as the need arises.

Non-compliance of these Rules and Regulations shall terminate agreement without prior notice.

MONMOUTH MALL MONMOUTH MALL COMMUNITY ROOM RESERVATION FORM

Name of Organization: _____

Type of Organization: _____ Commercial _____ Non-Profit
_____ Monmouth Mall Merchant

Address: _____

Phone: _____

Contact Name: _____

Contact Address: _____

Describe Organization: _____

Date (s) Requested: 1. _____ Time: _____ to _____
2. _____ Time: _____ to _____

How Many People Would Utilize The Reserved Space? _____

How Many Tables and Chairs will you need? Tables _____ Chairs _____

How would you like the room set up: Classroom Style, U shaped, etc. _____

Which insurance carrier currently covers group applying for space? _____

Policy Expiration Date: _____

REQUESTED THAT ALL PREPARED FOOD BE PURCHASED FROM MONMOUTH MALL
Management will be assessing a Janitorial and Utilities Fee based on the type of organization and specifics of use. The fee is payable by **CHECK OR MONEY ORDER PRIOR TO THE USE OF THE ROOM**. Please give 48-hour notice for cancellation. Stage is not included in rental and is not for public use.

Sign Here: _____

Date Paid: _____ Check # _____

Signature on Check: _____

Community Room/Booth Insurance Requirements

At least ten (10) days in advance of the commencement date of this Agreement, the Licensee shall provide Licensor with a certificate of insurance indemnifying and holding Eatontown Monmouth Mall, LLC, Westminster Management, LLC and its associated, affiliated and subsidiary companies, owners, officers, managing agents and fiduciaries harmless from and against any and all liability, responsibility and/or expenses including attorney's fees arising from or in connection with the use of Monmouth Mall or any part or facility thereof by the holder or his agents, members, partners, associates, contractors, servants and/or employees. This to include any liability associated with the installed product and visitors to the Shopping Center including any claims that said product caused any harm to occur.

Licensee's certificate of insurance must show insurance coverage in the following areas and dollar amounts:

Comprehensive General Liability Insurance:	\$2 Million Per Occurrence
Property Damage Insurance:	\$1 Million Per Occurrence

Licensee's certificate of insurance must include the following exact language as additionally insured parties under said policy: Eatontown Monmouth Mall, LLC, Westminster Management, LLC and their associated and respective affiliates, subsidiaries, owners, officers, managing agents and fiduciaries.