



FACILITY RENTAL



Animal Welfare Association • awanj.org • info@awanj.org

COLUMBIA BANK FOUNDATION COMMUNITY ROOM

SIZE & CAPACITY

25 ft wide by 26 ft deep of rent-able space: great for corporate events, presentations, retreats, club and organization gathers.

Lecture setup capacity: 40 people

Desk setup capacity: 16 people

Available Rental*

Saturday - Wednesday, 9:00am to 5:00pm

Thursday - Friday, 9:00am to 7:00pm

Price: \$100 per 2 hours

\$40 per additional hour



WILLIAM G. ROHRER CHARITABLE FOUNDATION CONFERENCE ROOM

SIZE & CAPACITY

13.5 ft wide by 21.5 ft deep of rent-able space:
great for small groups or organizations

Table seats: 12 people

Available Rental*

Saturday - Wednesday, 9:00am to 5:00pm

Thursday - Friday, 9:00am to 7:00pm

Price: \$50 per 2 hours



AL & BARBARA DRAGON LOBBY

Rental available and occupancy information
will be provided upon request.



REQUIREMENTS:

- Space must be reserved one month in advance
- 25% non-refundable rental deposit.
- All decorations must be pre-approved by AWA

* Meetings outside of normal business hours may be available by request and at an additional fee.

CONTACT: Donna Savar
DevAdmin@awanj.org
856.424.2288, ext 150





FACILITY RENTAL AGREEMENT
509 Centennial Blvd., Voorhees, NJ 08043
awanj.org • 846.424.2288 • info@awanj.org

This agreement is made by and between the Animal Welfare Association, (hereinafter "AWA") and _____ (hereinafter called "Renter"). The Renter agrees to rent the indicated space (the "Premises" or the "Facility") from the AWA during the dated date(s) and time(s), in accordance with the terms of this rental contract. The space will be available to the Renter during the total times stated on the face of this contract **ONLY**; therefore Renter should provide sufficient time for setup and cleanup. Additional hours are calculated at the appropriate hourly rate.

Event Date:	Event Time:
<input type="checkbox"/> Community Room	<input type="checkbox"/> Conference Room
Room Set-up (Community Room only) Lecture Style <input type="checkbox"/> Desks <input type="checkbox"/> Tables <input type="checkbox"/>	
Additional Items Available (Please check items needed) Lectern <input type="checkbox"/> TV <input type="checkbox"/> (40 in) TV <input type="checkbox"/> (X 30 in) Screen <input type="checkbox"/> Projector <input type="checkbox"/> Monitor <input type="checkbox"/> <small>No IT support. No linens, silverware, dishers are provided. Catering options have been included for your convenience.</small>	

Business/Organization Name:		
Contact Name:		
Phone #:	Email:	
Business/Organization Street Address:		
City	State:	Zip Code:

Rental Fees (To be completed by AWA staff)	
Room Fee	

STAFF ONLY

Date of Deposit: _____

Contract In: _____

TOTAL:
25% Deposit
Balance Due

For non-profits rental fee can be paid through a monetary or in-kind donation.

Deposits and Payment Terms: A 25% non-refundable deposit is due upon execution of this Agreement, which shall be applied to the final bill. The remaining balance is due 14 days prior to the date of the event. If the balance is not paid when due, AWA may retain said deposit and it shall not be applied to the final bill. If this agreement is executed within 14 days of usage, the full balance is due and payable at submission of Agreement.

In consideration of the payment of the rental fee and the agreement of the Renter to comply with this Agreement, the AWA agrees to make the space available to the Renter for the dates and times set in this Agreement.

TERMS OF USE

By signing this Agreement, Renter agrees to the following: ***(Please initial each section in the underlined area indicating your agreement to comply with all statements.)***

Payment for Space Rental

Payment for the space rented will be made at least 14 days prior to use of the space. Credit card payment accepted, please call Donna Savar at 856.424-2288 ext 150 or payment can be mailed to:

Animal Welfare Association
Attn: Donna Savar
509 Centennial Blvd., Voorhees, NJ 08043

Cancellation/Refund

There is a 25% non-refundable rental deposit required. If cancellation by either party is thirty (30) days or more before the scheduled use of the facilities, and the rental fee has been paid, the rental fee will be returned. If Renter cancels 15 to 29 days prior to the event, the AWA will retain a 10% cancellation fee of the rental fee. If Renter cancels within two (2) weeks of the event, the AWA will retain 25% cancellation fee of the rental fee. In all cases, the minimum cancellation fee retained will be \$25. This is in addition to the non-refundable deposit.

Returned Checks

There will be a \$50.00 fee for any returned check.

Setup

Access to the facilities for setting up will be during the total usage hours stated on the Agreement only. AWA will not be responsible for the moving, setting up, or taking down of any equipment brought in by or for the Renter.

Cleanup

The premises must be left in as good of condition and repair as found at the beginning of the rental period. All food, beverages, equipment and rented supplies must be removed from the premises immediately after each use of the facilities and no later than the exit time stated on the agreement.

Decorations

Except with the prior written consent of the Executive Director, Renter shall not (a) cause or permit the Facilities to be injured, marred, or in any manner defaced or changed; (b) place any nails, hooks, tacks, screws or other fasteners into any part of the Facilities; (c) place or permit to be placed taped signs on painted walls in any part of the Facilities. No decorations such as posters, pictures or banners are to be fastened to walls or woodwork inside or out. The use of burning decorative candles or any other type of open flame is not allowed.

Food/Beverages

Alcohol is strictly prohibited for use by the Renter and all Renter's guests or participants anywhere on the AWA grounds or in the facilities unless agreed to under this Agreement.

Equipment

The AWA is not responsible for any lost or stolen property or equipment belonging to the Renter.

Tobacco

Smoking is not permitted inside any part of the AWA's facilities. Smoking is only permitted outside in designated areas. Cigarette butts must be disposed of properly.

Destruction and Damage

If anyone damages the Facilities or equipment during the rental period, Renter shall pay for all necessary repairs. If any AWA facilities are destroyed or damaged by fire or any other cause or unforeseen occurrence that shall make the fulfillment of the Agreement impossible, then this Rental Agreement shall terminate, payments will be returned and Renter waives all rights to any claims against AWA.

Hazardous Material

Renter agrees not to bring on to the premises any material, substance, equipment or object which is likely to endanger the life of, or cause bodily injury to any person or property or which is likely to constitute a hazard.

Firearms

Firearms are not permitted on the property at any time.

Responsibility and Conduct

The conduct of all participants and guests while on AWA property shall be the responsibility of the Renter. Renter also accepts all responsibility for any injury to person(s) or property, or loss of or damage to property or theft of personal property on AWA Premises during the rental period, or resulting therefrom. Failure by any individual or group to follow all applicable rules and regulations will be cause for immediate termination of this Agreement. The AWA retains the right to evict objectionable persons from the premises. Repeated violations may result in denial of future reservation requests.

Insurance/Indemnity

Renter shall have and provide proof to the AWA of adequate General Liability Insurance. Renter shall release, indemnify, keep and hold harmless, the AWA, its agents, officers, or employees from any and all responsibility or liability for any and all damages or injury of any kind or nature whatsoever (including dog bites, death) to all persons, whether agents or employees of the Renter or persons attending the events for which the Premises have been leased, and to all property damage proximately caused by, incident to, resulting from, arising out of, occurring in connections with, the use by the Renter of the Premises. The provisions of this section shall include any and all losses, damages, injuries, settlements, judgments, decrees, awards, fines, penalties, claims, cost and expenses, including reasonable attorney's fees..

Security

AWA is not responsible for any valuable items left in the facilities. AWA should be locked when not in used, but others may use the Facilities during this rental period and parts of the building may be open to the public. The Renter should take necessary precautions to protect valuable personal property.

Surrender

Upon the termination of the term of this Lease, Renter will surrender the premises immediately to AWA. Continued possession beyond the term of this Lease shall result in an additional charge of \$100.00 per hour. Renter may not, however, extend the term of this Lease without the written permission of AWA.

Assignment and Subletting

No assignment or subletting, either voluntary or by operation of law, shall be effective without the prior written consent of AWA. Thereunder, or from any of the obligations of Renter hereunder, and the Renter shall continue to be liable hereunder as if no such assignment or sublease had been made.

Sound and Noise

Renter should exercise restraint in terms of noise and should not use any device that is audible beyond the confines of the premises, which may be reasonably considered disruptive to AWA's neighbors or animals. Live music is not permitted, with the exception of a deejay. The AWA reserves the right to limit the sound level at any event in order to protect the safety and comfort of the animals in its care.

Concurrent Activities

The use of the Premises by Renter shall not interfere with other programs or activities that may be going on at the same time in other areas of the property.

Children and Pets

All children and pets must be supervised at all times. The AWA reserves the right to restrict the number of dogs allowed on the premises.

Termination

This Facility Rental Agreement shall be terminated by either party with thirty (30) days prior to written notice. Notice shall be sent via email or regular mail to: Animal Welfare Association (AWA), 509 Centennial Blvd., Voorhees, NJ 08043
Attn: Donna Saver or DevAdmin@awanj.org

In any term or provision of the Agreement, or the application thereof to any person or circumstance, shall, to any extent, be invalid or unenforceable, the remainder of this Agreement, or the application of such term or provision to persons or circumstances other than those affected thereby, and each term or provision of this Agreement shall be valid and enforceable to the fullest extent permitted by law.

By signing this Rental Agreement, the Renter acknowledges having read and comprehends this contract.

RENTER

Signature: _____

Print Name: _____

Date: _____

ANIMAL WELFARE ASSOCIATION

Signature: _____

Laura Houston, Executive Director

Date: _____

Catering Options

The Bagel Bin of Voorhees

To order call: 856.214.0377 (call at least 24 hours prior)

Hours: Monday - Sunday, 6:00am-3:00pm



Party Trays

Bagel Samplers:

Single \$12.50 - Half dozen bagels, cream cheese, butter and jelly

Double \$22.00 - One dozen bagels, cream cheese, butter and jelly

Begel Nosh Trays

Tray #1 \$2.50 per person

Bagels, gourmet cream cheese, butter and jelly

Tray #2 \$3.00 per person

Bagels, gourmet cream cheese, butter and jelly, plus mini muffins, danish and cream puffs

Tray #3 \$3.50 per person

Bagels, gourmet cream cheese, butter and jelly, plus fresh fruit

Kiddie Tray \$3.00 per person

Mini bagels, gourmet cream cheese, peanut butter, butter and jelly, marshmallows and candy

Lunch and Dinner Trays

Served as sandwiches or a platter \$6.50 per person

Variety of lunch meats, cheeses, salads (tuna, chicken, egg, whitefish) bagels, or fruit salad, potato chips, pickles and condiments

Add cookies: \$7.50 per person

Cookie and Muffin Samplers

Single \$12.25

Half dozen muffins, cream cheese, butter and jelly

Double \$20.00

One dozen muffins, cream cheese, butter and jelly

Cookies \$15.00

Two dozen assorted cookies



Sweetboards

Direct Message on Facebook or Instagram
@sweetboards 2021 or call/text 856.534.0392

Includes artisan cheeses, premium meats, nuts, fruits, jams and/or honey, various accompaniments and crackers. The number of people each size serves is based on appetizer portions.

Wine Box (minimum of 6 order) \$8/ea

Candy Cups (minimum of 6/order) \$10/ea

Charcuterie Cups (minimum of 6/order) \$12/ea

7.5x3 "lunchable" feeds 1 person (minimum of 4) \$15/ea 6x6 box

feeds 2-3 people (minimum of 2) \$35/ea

Small feeds 2-4 people \$65

Medium feeds 4-6 people \$95

Large feeds 7-10 people \$150

X-large feeds 12-15 people \$220

Grazing table - Price upon request

Brunch boards: \$135

Charcuterie letters/numbers \$85/ea

Crudite board: fresh veggies & dips \$85/ea

Dessert board: sm/lg/xl \$60/\$80/\$100

Fruit board: fresh fruit & dips \$100

Heart shaped board feeds 9-12 people \$185

Extras: \$10 for additional crackers or sliced baguette, extra meat, extra cheese, \$5 extra for honeycomb

4ft (min) Grazing Table - feeds up to 40 guests - \$740

6ft Grazing Table - feeds up to 60 guests - \$1,110

8ft - Grazing Table - feeds up to 80 guests - \$1,480

10ft - Grazing Table - feeds up to 100 guests - \$1,850

12ft - Grazing Table - feeds up to 120 guests - \$2,220

14ft - Grazing Table - feeds up to 140 guests - \$2,575

16ft - Grazing Table - feeds up to 160 guests - \$2,900

18ft - Grazing Table - feeds up to 180 guests - \$3,250

20ft - Grazing Table - feeds up to 200 guests - \$3,600

******You provide the table and risers and tiers. To save the date of your event you must pay half of total cost. The remainder will be paid a week before your event date. If for some reason you need to cancel, you must notify me via text or phone call a week before your event. A full refund will be made with proper notice. If notified shorter than a week, then you may incur cost of food and supplies.

Additional Options

Mirabella Catering -mirabellacatering.com - 856.994.4647

Short Hills To Go Catering -shorthills2gocatering.com - 856.506.3312

Olive Garden - olivegarden/catering - 856.784.6600

Dominics Pizza Voorhees - dominicspizzavorhees.com - 856.768.0500