



Municipal Building
59 South White Horse Pike
Berlin, New Jersey 08009

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**BERLIN COMMUNITY CENTER
BANQUET FACILITY
RULES AND REGULATIONS**

The following is a list of the Berlin Community Center Banquet Facility requirements:

1. All spills are to be cleaned up immediately.
2. No solid foods are to be placed in the sink. (Building does not have a garbage disposal)
3. Trash and recyclables (clean paper or plastic bottles/glass/cans) are to be placed in the correct containers under the proper wall signs.
4. The kitchen is to be left in a clean and well-maintained condition, including the refrigerator, stove and oven. No food is to be left behind.
5. All tape used on the walls must be removed and nothing is to be hung from the drop ceiling. **No confetti is to be used in the hall.** Decorations are limited to inside the building. You are responsible for the removal of any decorations.
6. At no time is standing on chairs or tables permitted.
7. Set-up of table and chairs is your responsibility not the function of the attendant.
8. All tables are to be clear of all trash at the end of the function.
9. Rental of the facility is limited to the main room only.
10. The Foyer areas and Bathrooms are considered common areas and shall be accessible to all.

I have read and understand the rules and regulations of the building.

Applicants Name (please print)

Applicants Signature

Date

FAILURE TO COMPLY WITH THESE REGULATIONS WILL RESULT IN THE LOSS OF PRIVILEGES TO USE THESE PREMISES.