



Shongum Lake Property Owners Association (SLPOA)  
P.O. Box 58 Mt. Freedom, NJ 07970  
Tel. +1-973-945-3331 www.shongumlake.org

## **Clubhouse Rental Agreement**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Purpose of Rental: \_\_\_\_\_

Date & Time of Activity: \_\_\_\_\_

Number of Guests & Participants: \_\_\_\_\_

### **Requirements:**

The Clubhouse is not generally available to the public. Renter must be an active SLPOA member in good standing.

Clubhouse rentals must be made twith SLPOA Administrative Coordinator (973) 945-3331.

Payment in full is due at the time of the reservation. Separate checks should be written for the rental fee and security deposit. Checks should be made out to SLPOA. The rental fee is \$175.00 Monday-Thursday and \$250.00 Friday-Sunday. The security deposit is \$250.00.

Your security deposit will be destroyed upon a satisfactory inspection of the premises. Should there be any exterior or interior damage to the Clubhouse during the rental, SLPOA will use the monies provided as the Security Deposit to make necessary repairs. Renter v Renter / Member will provide any additional monies needed to complete repairs within 30 days of receipt of invoice.

The Clubhouse cannot be used for commercial use consistent with Randolph Township zoning laws. Any mass mailing or advertising of the event, is prohibited.

Capacity cannot exceed 85 people

### **Responsibilities:**

As the Renter/Member of the Clubhouse, I will:

Provide responsible supervision for all minors who are at the Clubhouse during the rental period and remain on the premises for the entire function. No one under age 21 will be served alcoholic beverages.

- Ensure the Clubhouse is restored to the same condition prior to rental, and clean immediately after use all areas that my guests/participants or I utilized.
- Return tables to basement
- Return chairs to their storage place under the side windows
- Make sure that when I leave, thermostat is set at 60 degrees in winter, and 80 degrees in the summer.
- Remove all decorations and fastening tape. I will use ONLY the wood trim to fasten decorations to the walls, ceiling or ceiling panels and I will not use confetti or any similar type of celebratory materials.
- Discard all trash in the dumpster outside. If dumpster is full, trash must be taken home for disposal. Take all recyclables home for proper disposal.
- Remove all food from premises, including food stored in refrigerator
- Return clubhouse key to Administrative Coordinator within 24 hours after rental.
- Make the appropriate arrangements with Beach Director (973) 361-8680 to determine if guests will be permitted access to the beach.
- Indemnify Shongum Lake Property Owners Association (SLPOA) against, and hold SLPOA harmless from all claims, proceedings and liabilities arising from or connected to the member's possession and use of the Clubhouse, including but not limited to any claims relating to the consumption of alcoholic beverages by the Member, guests or participants

**General Information**

The Administrative Coordinator will provide you with a key to the front door and basement the day of your function. Please note there is no key for the back door. Please do not lock yourself out.

The lights are on the right (leave the covered ones in ON position)

The Anderson double doors are opened by pushing the handle to the up position, and then turning the bolt. They lock in the same position. Do not force them.

The circuit breakers are located on the far left corner (near patio doors) and Thermostat is on the wall between the windows

All tables are stored in the basement. There are 2 small round tables and 6 large round tables along with some rectangular tables.

The chairs are stored upstairs. There are utensils, coffee pots, stove, microwave, and refrigerator in the kitchen that can be used. They must be cleaned by Renter/Member.

SLPOA reserves the right, in its sole discretion, to cancel any rental as a result of any violation to the terms of, or any misrepresentation made in this Rental Agreement

By signing this document, I agree to fulfill the Requirements and Responsibilities contained within this agreement.

Renter/Member Signature

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Today's Date:

\_\_\_\_\_