



# CLUBHOUSE RENTAL AGREEMENT

## RESIDENT CLUBHOUSE RENTAL AGREEMENT

Name of Requester: \_\_\_\_\_  
 Contact Info: \_\_\_\_\_

Room Requested: \_\_\_\_\_  
 Event Date: \_\_\_\_\_

	<u>Cost or 4 hours:</u>	<u>Each additional hour:</u>
Main Hall with Kitchen (Mon-Sat)	\$100.00	\$25.00
Custodian (Mon-Sat)	\$100.00	\$20.00
B/C Room w/Kitchen (Mon-Sat)	\$75.00	\$18.75
Main Hall w/Kitchen (Sunday)	\$350.00	\$25.00
Custodian (Sunday)	\$150.00	\$25.00
Table/Chair Set-up	\$50.00	
Event Supervisor (65 or more guests)	\$100.00	
Security Deposit (Returned)	\$200.00	

The undersigned has fully read and agrees to all the Rules and Regulations set forth regarding the rental conditions of the Clubhouse:

- Set-up/clean-up time must be included in the scheduled hours.
- This rental agreement covers the use of the auditorium, kitchen, restrooms and parking facilities of the reservation time. Any even that runs over reservation time will be deducted from the security deposit. This includes Hall rental, custodian and event supervisor.
- At least one custodian shall be in attendance during all functions.
- Smoking is **NOT** permitted in the clubhouse.
- Helium balloons are permitted only if anchored. **NO glitter/confetti, etc. is permitted.**
- All children will be kept under the control of an adult and must remain within the party at all times.
- The Hilltop Clubhouse sound system is included with the rental agreement, but must be operated by the custodian on duty.
- Kitchen facilities include the ice machine, refrigerator, coffee makers, oven, stove top and microwave. The clubhouse, kitchen, and facilities must be thoroughly cleaned after the event. **Security deposits will not be refunded if any of the above facilities are not clean and orderly upon final inspection.**
- Any damage to the building will be the responsibility of the renting organization or individual.
- **Maximum seating for the scheduled event is a Maximum of 235 people. This includes the entertainment and workers.**
- Maximum seating in the B/C Room is 50 (this room would be more comfortable at 35)
- There is a 72 hour cancellation notice required. Refunds will not be provided to the set-up crew for any cancelled event if the set-up has been completed.
- A Certificate of Liability Insurance for \$500,000.00 must be presented to the Crestwood Village Five Management office at the time of reserving the Hall. If the Certificate of Insurance provided expires prior to the event, a current copy must be presented to the office at least 72 hours prior to the event. This Certificate must name Crestwood Village Five as "Additionally Insured" with respect to the party.

If an outside caterer is being used for the event a copy of their business license and Certificate of Insurance is required at booking. If either document expires it is the responsibility of the requestor to provide updated documents prior to event:

- Event must be approved by the Board of Trustees prior to any tickets being sold or advertisement of any kind.
- The Business Office of Crestwood Village V holds no responsibility and will not be liable for any correspondence, advertisement or exchanging fees.
- **A deadline of tickets purchased must be provided along with an updated floor plan including amount of guests and seating is required one week prior to the event.**

Caterer's Name & Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**We expect \_\_\_\_\_ attendees. (235 maximum including entertainment and workers). We agree to abide by the Rules and Regulations of the Hilltop Clubhouse as disclosed in this contract to leave the facilities clean and orderly and to be financially responsible for any damages caused by the members or guests.**

Accepted by (Print Name): \_\_\_\_\_  
Signature: \_\_\_\_\_  
Phone: ( \_\_\_\_\_ ) \_\_\_\_\_  
Address: \_\_\_\_\_

Approved Trustee/President or Manager: \_\_\_\_\_  
Date: \_\_\_\_\_

All documents and payments are required at contract submittal:

- A check for the Main Hall (amount depending on the day of the week the event is on and whether additional hours are needed) made payable to Crestwood Village Five. \_\_\_\_\_ Check received/Initials
- Please submit a check in the amount of \$100.00 for the Custodian payable to Cash. An additional \$20.00 per hour needs to be included if the event will be longer than 4 hours Monday through Saturday and an additional \$25.00 per hour if the event is held on a Sunday. \_\_\_\_\_ Check received/Initials
- Please submit a check in the amount of \$200.00 for the Security Deposit payable to Crestwood Village Five. \* This will be returned after the event, once the Clubhouse has been inspected and deemed clean and orderly. If any parts of the clubhouse facilities are not left clean and orderly the security deposit will not be refunded. \_\_\_\_\_ Check received/Initials
- Cash in the amount of \$100.00 or a check made payable to cash in the amount of \$100.00 with Event, Date and Name listed in memo. (75 guests or more) for the event supervisor. \_\_\_\_\_ Check received/Initials
- Cash in the amount of \$50.00 or a check made payable to cash in the amount of \$50.00 with Event Date and Name listed in memo for the set-up crew. \_\_\_\_\_ Check received/Initials
- Copy of the declaration page of the Homeowner's Insurance policy. CV5 must be named as additionally insured with the amount of \$500,000.00 at a minimum. NO EXCEPTIONS. \_\_\_\_\_ Check received/Initials

**All above checks must be separate and submitted with rental agreement within seven (7) days of reservation request before the event date is secured. Our system does not allow us to breakdown one check for separate payments.**

# CRESTWOOD VILLAGE FIVE COMMUNITY ASSOCIATION HILLTOP CLUBHOUSE RELEASE FORM

The undersigned, having requested the use of the facilities at Hilltop Clubhouse, Crestwood Village Five, Whiting, New Jersey, and the said Village Five, does hereby release, indemnity and hold said Village Five, its' Trustees and unit owner's harmless against any and all claims for loss, damages and injury which may result from the undersigned's use of Hilltop Clubhouse, its' parking facilities and other areas of the premises.

The undersigned shall be liable for any damage caused to Hilltop Clubhouse premises and personal property during its use of the same and it shall leave the premises in the same condition as they were before the use.

In addition, should the undersigned, permit or be aware of the use of alcoholic beverages on Hilltop Clubhouse premises, the undersigned shall also be liable for the payment of any and all claims for money and against Crestwood Village Five, its' Trustees and unit owners on account of or as the result of such use.

The undersigned shall advise all persons using Hilltop Clubhouse pursuant hereto that the undersigned has assumed the total and absolute liability for any and all claims of whatsoever kind arising from the use.

The undersigned expressly waives any right he may have as a member of the Association to the benefits of the Association's insurance policies and agrees to be primarily liable for all loss, damage or injury.

Upon request by Crestwood Village Five, the undersigned shall produce a Certificate of Public Liability Insurance naming Crestwood Village Five, its' Trustees and unit owners as additional insureds for said use.

The Release is binding upon the undersigned if signed as individual unit owner and upon the organization, whether incorporated or not, if signed on behalf of an organization.

### Proof of Liability Insurance

IN ORDER TO RENT THE FACILITY THE RENTER MUST PRODUCE A CERTIFICATE OF INSURANCE FROM THEIR HOMEOWNER'S POLICY AT LEAST 7 DAYS PRIOR TO THE RENTAL DATE OR THIS CONTRACT WILL BE CONSIDERED NULL AND VOID. TO OBTAIN A CERTIFICATE OF INSURANCE, CONTACT YOUR INSURANCE PROVIDER AND HAVE THEM FAX THE CERTIFICATE TO HILLTOP HALL AT 732-350-2691.

### Liquor Policy

There  WILL  WILL NOT BE ALCOHOLIC BEVERAGES AT MY FUNCTION  
IF YOU WILL BE SERVING ALCOHOLIC BEVERAGES AT YOUR FUNCTION YOU WILL NEED TO FILL OUT A NEW JERSEY ABC APPLICATION FOR SPECIAL PERMIT FOR SOCIAL AFFAIR(S) AT LEAST 4 WEEKS PRIOR TO THE EVENT DATE. A COPY MUST BE SUPPLIED TO THE CLUBHOUSE BEFORE THE RENTAL DATE.

DATE: \_\_\_\_\_ ACCEPTED BY: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ PHONE #: \_\_\_\_\_  
\_\_\_\_\_

**Hold Harmless and Release of Liability Agreement**

I, \_\_\_\_\_, in consideration of permission granted by the Board of Trustees of the Crestwood Village Five Community Homeowners Association to reserve Hilltop Hall Clubhouse for a private party/function, described in the attached submission and as described below, hereby agree for myself, successors and assignees, by operation of the law or otherwise, except as hereafter provided, to hold harmless the owners and Crestwood Village Five Community Homeowners Association. Further, I assume full responsibility of and to defend, pay or otherwise settle any and all claims, demands, actions or causes of actions of every nature and character whatsoever in law or equity for loss, damage or injury to any and all persons or property arising out of said reservation. I agree to indemnify and hold harmless the owners, Crestwood Village Five Community Homeowners Association and its agents from loss or damage suffered by reasons of reserving such private party/function, and/or any and all personal injuries suffered while holding said reservation, to the property of the above address.

In witness whereof, this agreement is executed on this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Unit Owner Signature

Notarized

Notes/Comments:

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