

Lake Telemark Community Club

Rental Agreement

The clubhouse may be rented for private functions by members, non-members, or outside organizations under the following priority:

1. Community Club functions
2. Member- Private Parties
3. Non-member Private Parties
4. Outside Organizational Affairs

*All renters must be **21** years of age to rent facility.*

Rental Rates

Dining Hall rental fee for **NON-member**: \$200.00 due by day of event, with a separate \$150.00 **security deposit due at reservation to hold the date.**

Dining Hall rental fee for **Members** in good standing: \$100.00 due by day of event, with a separate \$50.00 security deposit due at reservation.

The Kitchen is available for use for an additional \$25.00.
Make checks out to LTCC.

*****Security deposit must be paid prior to event. *****

Rental fee will be collected at preliminary inspection, before keys are distributed for event.

All keys must be returned within 24 hours of rental. The club will be checked for cleanliness and damage at final inspection, as per attached checklist. If conditions of this contract/checklist are satisfied, the security deposit will be returned. If conditions are unsatisfactory, the security deposit will be retained.

Rental Rules of Conduct

- No push pins, staples, tacks or tape on walls in dining hall.
- No gum chewing permitted in dining hall.
- No confetti permitted at event.
- No smoking in the building.
- **THE EMERGENCY DOOR IN THE DINING HALL IS FOR EMERGENCIES ONLY! PLEASE DO NOT OPEN IT FOR ANY OTHER REASON!**
- You may hang decorations with tape on the windows in dining hall.
- 100 person maximum capacity.
- Loud music outside of club must stop by 11pm.

Alcoholic Beverage Policy

- L.T.C.C. does **NOT** supply any alcohol for rentals.
- All alcohol brought on to Lake Telemark property for rental must be served and monitored by the person responsible for signing for the club rental.
- **Under- age drinking will not be tolerated!** If we suspect that under-age drinking is occurring at your rental, the Rockaway Township Police will be contacted immediately, and your rental terminated. Rental fee and security deposit will not be refunded.
- You are responsible for your guests on club property and for monitoring alcoholic consumption during the event. Don't allow them to drink and drive.
- Sale of alcohol brought into the club is not permitted without a one day alcohol license obtained by the renter and in compliance with all state and local laws.

All reservations must be referred to the Rental Director, **Roger McKeon** for approval. Contact him home (973) 627-9470 or cell (973) 713-0296 between the hours of 10:00 a.m.-9:00 p.m. If an **emergency** occurs and he is unable to be reached, contact Mark Van Orden at (973)586-3238 or Jeff McKeon at (973) 586-2683.

Final Inspection Checklist

Date: _____

Dining Hall

- Properly cleaned and stored tables and chairs in storage room, as per pictures posted on storage room wall.
- All rugs vacuumed, including staircase.
- Hardwood and tile floors cleaned and mopped if necessary.
- Counter tops in bar area cleaned and sink empty.
- Windows closed and tape removed.
- Recycling and General garbage cans emptied and placed in proper receptacles.
- Heat has been set at 55* or air conditioning turned off.

Bathrooms

- All counter tops wiped off.
- All garbage removed from cans and placed in proper receptacles.
- Any plumbing issues have been reported to Director.

Garbage Disposal

The dining hall has 2 garbage cans (with bags supplied) for use at your event. One is labeled for recycling cans, plastic, and glass, **NO plastic cups in the recycle can**, and the other is for general garbage. Compress and stack all cardboard separately.

RECYCLING IS MANDATORY at your event!

- All general garbage is to be placed in metal dumpster (labeled Blue Diamond) by the recycle bin.
- All recyclable garbage is to be placed in plastic, grey shed labeled **RECYCLING**. The grey shed is located in front of the retaining wall by back door of clubhouse.
- All cardboard is to be flattened and set on top of recycling cans in same recycling shed.

Kitchen (if applicable)

- Dishes, pots, pans, etc. washed and stored properly.
- Counter tops cleaned.
- Stove/oven turned off.
- Garbage removed from cans to proper receptacle.
- Floor swept or mopped if necessary.

Tables and Chairs

6 60" round tables
4 6' X 30" tables'
6 8' X 30" tables

46 gray padded chairs
84 folding chairs

Signatures Required for Final Inspection

Renter: _____

Address: _____

Phone: _____

Rental Date: _____

Rental Time: _____

Specify Use (birthday, shower, anniversary, etc.):

*****No bachelor/bachelorette parties permitted!!!*****

I have read and will adhere to the terms stated in this rental agreement.

Renter's signature: _____ Date: ___/___/___

(L.T.C.C. Use only)

Security Deposit Received	\$ _____	Date	___/___/___
Rental Fee Received	\$ _____	Date	___/___/___
Kitchen Fee Received	\$ _____	Date	___/___/___
Keys Returned	Date	___/___/___

Final Inspection

Name: _____

Sign: _____

Club address; 30 Telemark Rd., Rockaway Twp

Club mailing address; PO Box 14, Hibernia, N.J.07842

Club rental manager: Roger Mckeon

Address; 7 Balchen Way, Rockaway, N.J. 07866

Cell # 973 713-0296