



# Lake Telemark Community Club Clubhouse Rental Agreement

**We're not just a Club, We're a Community!**  
**This is a member's only club. Clubhouse rentals to non-members are an accommodation made by approval of the Board of Directors.**

The clubhouse is an integral part of our community and may be rented under the following priorities:

- 1- Community Club Functions and Events
- 2- Member Private Parties
- 3- Educational and Civic Functions
- 4- Non-Member rentals with Board Approval
- 5- Outside Organizational Functions

## **Rental Rates**

### **Dining Hall**

A 1100 square foot second floor dining hall including central hardwood dance floor and service bar. audio equipment, inset ceiling speakers, recessed lighting on dimmers, individually zoned thermostatically controlled heating and central air conditioning, a stage, cathedral ceilings and walls of windows overlooking a panoramic view of Lake Telemark. Tables and chairs included. 9-60" round tables, 4- 6'x30" tables, 6- 8'x30" tables, 56 padded chairs, 36 folding chairs. Wi-Fi Code is Telemark....capital T. **Occupancy** of 76 unless patio use is included.

**Emergency Exit Door - not to be opened for any other reason. Connected to several alerting systems.**

**Dining Hall rental fee for members** in good standing is **\$175.00** due a min of 7 days before the event, with a separate security fee of **\$150.00** due at least 30 days before the event to hold a reservation.

**Dining Hall rental fee for non-members** is **\$380.00**, due at least 10 business days before the event with a separate security deposit of **\$150.00** due at least 30 days before the event to hold a reservation.

**Includes Patio Picnic Area** overlooking the lake is great for Summer Barbecues, includes 7 large Picnic Table/Benches and a Brick Charcoal Barbecue Pit. The new under building covered seating for 20 is also a part of the patio area. Gas Grilling with permission of Board of Directors. This area is now a part of your hall rental.

**No one is allowed near the dam or the walls adjacent to it. Use of any of these areas requires strict adult supervision of children.**

**Beach and Park Area can** be added for an additional \$25.00. Swim at your own risk, use of any of these areas requires strict adult supervision of children. No one is allowed near the dam or the walls adjacent to it.

**Separate Mens and Ladies rooms on first floor**

**OPTIONAL CLEAN UP PACKAGE IS AVAILABLE FOR AN ADDITIONAL \$125.00.** Just enjoy your event and go home, our staff will take care of the recycling, emptying and removal, vacuuming, out hall, wiping down bar, bathroom counters, swiffering the dance floor and emptying wastebaskets in bathrooms. Does not include table replacement at this cost.

**\*Rental Rules of Conduct- important**

- °No push pins, staples, tacks, or tape on walls in dining room.
- °No gum chewing permitted in the dining room.
- °No confetti permitted at the event.
- °No smoking permitted in the building, use outdoor receptacles.
- °You may hang decorations with tape on windows in the dining hall.
- °76-person capacity anything above this will be asked to rent the patio.
- °Loud music outside club must stop by 11pm music inside the club should not be heard from across the street at 11 pm or later.

**No tape or tacks of any kind is to be used on any part of painted walls or security deposit will be forfeited.**

**Emergency door in dining room is not to be opened unless there is an emergency, silent alarms. Risk of forfeiture of security. Please don't open for any reason except emergency.**

**Hold Harmless-** The Lake Telemark Community Club does not take any responsibility nor assume any liability for the renter or his/her guests or their property. The renter agrees that his homeowners, tenants or other applicable liability insurance policy will be the primary carrier in the event of injury, accident or unusual occurrence.

A certificate of insurance or evidence of insurance is required from renters homeowners/tenants insurance company, which is easily obtained. Policy minimum of \$300,000 is required. Evidence of this policy must be given to rental director before keys can. be given out.

If the renter is a company or organization their certificate shall indemnify Lake Telemark Country Club.

**Security deposits - Security deposits must be paid prior to events.** Deposits may be paid by credit card 30 days in advance of the event. Rental fees are paid a minimum of 14 days before rental. A preliminary inspection of the premises is required with the rental director. Keys can be given out the night before rental. 1/2 security will be retained if cancellation occurs within 20 business days of rental.

# **Renter's Final Checklist** -The club will be checked for cleanliness and damage at final inspection, as per final checklist. If conditions of this contract/checklist are satisfied security deposits will be returned by check within 48 hours. If conditions are unsatisfactory, LTCC reserves the right to deduct appropriate charges from security deposit for damages, loss or additional house cleaning. Full Security will be held if a cleaning professional will be called in.

## **Final inspection Checklist:**

- O properly cleaned and stored tables in storage room, as per pictures posted on storage room door. Do Not Stack Chairs.
- O. All rugs vacuumed, including staircase.
- O. Hardwood and tile floors cleaned and mopped, if necessary, swiffer is provided in the upstairs closet.
- O. Counter tops in bar area cleaned. And sink empty.
- O. Windows closed and tape removed.
- O. Recycling and real garbage cans emptied and placed in proper receptacles.
- O. Heat has been set at 55° or air conditioning turned off.
- O. Do not stack chairs with arm rests.
- O Empty vacuum cleaner canister

## **Bathrooms**

- O. All counter tops wiped off.
- 0. Wipe out sinks and squish brush toilets.
- O. All garbage removed from cans and placed in proper receptacles.
- O. Sweep and mop as needed.
- O. Any plumbing issues report to rental director.

## **Garbage Removal:**

The dining hall has 2garbage cans (bags supplied). One is labeled for Recycling - cans, bottles, and plastic. NO PLASTIC CUPS IN RECYCLING. The other is for general garbage. Compress and stack all cardboard separately, all bagged garbage goes in Light Blue Dumpster. There is a latch on the left side of dumpster bar. To release bar pull latch forward.

## **RECYCLING IS MANDATORY AT YOUR EVENT:**

- Δ. All general garbage is to be placed in metal dumpster, labeled Blue Diamond across the street.
- Δ. All recyclable garbage is to be placed in plastic grey shed labeled recycling. The grey shed is located at front of retaining wall.
- Δ. All cardboard is to be flattened and set on top of recycling cans in the grey shed.

## **Alcoholic Beverage Policy:**

- \* LTCC 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.
  - \*Underage drinking will not be tolerated!!!
- If we suspect under-age drinking is occurring at your rental, the Rockaway Township Police will be contacted immediately, and your rental terminated. Rental fee and security will not be refunded.

\_\_\_\_\_ \* Initial \_\_\_\_\_

\* You are responsible for your guests on club property and for monitoring alcoholic consumption during the event. Don't allow impaired driving.

\*Sale of alcohol brought into the club is not permitted without a one day alcohol license obtained by renter, in compliance with all state and local laws.

Initial

**\*\*\*All reservations must be referred to the rental director for approval. Sandra Rubolotta, 973-495-6403. \*\*\* Call between the hours of 12pm-9pm. If an emergency arises and she is unable to be reached contact Al Pearson- 973-997-1377 Mick Jacobs- 973-809-4436 Club Phone # 973-625-3823**

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The renter must abide by all state and local laws and ordinances while renting the club.

I have inspected the clubhouse and found no unsafe conditions.

I have read and will adhere to the terms and conditions of the rental agreement.

**Renters Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

Clubhouse address- 38 Telemark Rd., Rockaway, NJ 07866

Club mailing address- PO Box 14, Hibernia NJ 07842

**FOR CLUB USE:**

SECURITY DEPOSIT RECEIVED. \$ \_\_\_\_\_ DATE \_\_\_\_\_

RENTAL FEES RECEIVED. \$ \_\_\_\_\_ DATE \_\_\_\_\_

KITCHEN FEE RECEIVED. \$ \_\_\_\_\_ DATE \_\_\_\_\_

PATIO FEE RECEIVED. \$ \_\_\_\_\_ DATE \_\_\_\_\_

Tour of Clubhouse \_ done \_\_\_\_\_ date \_\_\_\_\_

Final inspection done by:

Name \_\_\_\_\_

Signed \_\_\_\_\_

\* Initial \_\_\_\_\_