



CRESTWOOD VILLAGE CO-OP FOUR, INC.

15 E MOCCASIN DRIVE

WHITING, NJ 08759

PHONE (732) 350-0230 - FAX (732) 350-6930

CV4 CLUBHOUSE RESIDENT and NON-RESIDENT RENTAL AGREEMENT

Name of Requestor: _____

Phone Number: _____

E-Mail address: _____

Room Requested: _____

Event Date: _____

Time: _____

	<u>Cost for 4 Hours</u>	<u>Each Additional Hour of Event</u>
Main Hall with Kitchen (Mon – Sat)	\$300.00	\$25.00
Custodian (Mon – Sat) (for hall rental only)	\$120.00	\$30.00
Betsy Ross Room with Kitchen (Mon – Sat)	\$75.00	\$20.00
Main Hall with Kitchen (Sun)	\$350.00	\$30.00
Custodian (Sun) (for hall rental only)	\$150.00	\$35.00
Table/Chair Set Up	\$50.00	
Security Deposit (Refunded)	\$200.00	

***The custodian is compensated for an additional three (3) hours: one (1) hour before the event and two (2) hours after the event (totaling \$90.00 cash) in addition to the cost above.**

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 (no cooking), restrooms and parking facilities of the reservation time. Any event 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.

No helium balloons, glitter or confetti are permitted.

All children will be kept under the control of an adult and must always remain within the party.

The Clubhouse sound system is not included in the rental agreement. Should you require a microphone and/or AV system, you will need to contract with AVOLOGY (\$50/hour – contract supplied upon request).

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. Please note any event that continues after reserved times, custodian, hall rental fees and event supervisor cost will be deducted from security deposit.***

Any damage to the building will be the responsibility of the renting organization or individual.

Maximum seating for the scheduled event is 235 people. This includes the entertainment and workers.

Maximum seating in the Betsy Ross 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 not been completed.

A Certificate of Liability Insurance for at least \$1,000,000.00 must be presented to the Crestwood Village Four Management office two (2) weeks prior to event. If the Certificate of Insurance provided expires prior to the event, **a current copy must be presented to the office at least one (1) week prior to the event.** This Certificate must name Crestwood Village Four "Additionally insured" with respect to the party.

If a DJ, outside caterer or other outside form of acceptable entertainment is being used for the event, a copy of their business license and Certificate of Insurance is required **two (2) weeks prior to the event.** 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 Four 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 number of guests and seating is required one (1) week prior to the event.

Caterer's Name & Address: _____

DJ or other Outside Entertainment Name & Address: _____

We expect _____ attendees. (235 maximum including entertainment and workers for Independence Hall. 75 maximum including entertainment and workers for Betsy Ross Room). We agree to abide by the Rules and Regulations of the Crestwood Village Co-Op Four 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 Office Manager: _____ Date: _____

- Please submit a check or money order in the amount of \$200.00 for the Security Deposit payable to Crestwood Village Four **at the time of signing this agreement.**
** 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

- **TWO WEEKS PRIOR TO THE EVENT:** A check for the Main Hall or Betsy Ross Room (depending on the day of the week the event is on and whether additional hours are needed) made payable to Crestwood Village Four.

Amount: \$ _____ Check received/Initials _____

- **TWO WEEKS PRIOR TO EVENT:** Check made payable to Crestwood Village Four in the amount of \$50.00 with Event Date and Name listed in memo for the set-up crew.

_____ Check received/Initials

- **SEVEN (7) DAYS PRIOR TO EVENT:** Copy of the Event Insurance must be declaration page of the Homeowner's Insurance policy. Crestwood Village Four must be named as additionally insured with the amount of \$1,000,000.00 at a minimum. NO EXCEPTIONS. Must be delivered to Office Manager at least seven (7) days prior to event date.

_____ Renter's Initials

- **ONE (1) WEEK PRIOR TO EVENT:** If a DJ, outside caterer or other outside form of acceptable entertainment is being used for the event, a copy of their business license and Certificate of Insurance

_____ Renter's Initials

- **DAY OF EVENT:** Cash in the amount of \$210.00 for the Custodian (four (4) hours of event time plus three (3) hours of additional time @ \$30/hours) and an additional \$30.00 per hour needs to be included if the event will be longer than 4 hours Monday through Saturday and an additional \$35.00 per hour if the event is held on a Sunday. This must be paid the day of the event prior to the event start time.

_____ Renter's Initials

All above checks must be separate and submitted as per schedule above. Our system does not allow us to break down one check for separate payments

Hold Harmless and Release of Liability Agreement

I, _____, in consideration of permission granted by the Board of Trustees of Crestwood Village Co-Op Four, Inc. to reserve Independence 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 Co-Op Four, Inc. Further, I assume full responsibility of and to defend, pay or otherwise settle all claims, demands, actions or causes of actions of every nature and character whatsoever in said reservation. I agree to indemnify and hold harmless the owners, Crestwood Village Co-Op Four, Inc. its agents and assigns, from loss of damage suffered by reasons of reserving such private party/function, and/or 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____.

Renters Signature

Witness

Notes/Comments:

CRESTWOOD VILLAGE CO-OP FOUR, INC. CLUBHOUSE RELEASE FORM

The undersigned, having requested the use of the facilities at Independence Hall, Crestwood Village Co-Op Four, Inc. (hereinafter referred to as "Village Four"), 15E Moccasin Drive, Whiting, New Jersey, does hereby release, indemnify and hold said Village Four, its' Trustees, unit owners, agents and assigns, harmless against any and all claims for loss, damages and injury which may result from the undersigned's use of Independence Hall Clubhouse, Clubhouse facilities, parking facilities and other areas of the premises.

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

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

The undersigned shall advise all persons using Independence Hall Clubhouse, facilities, and premises pursuant hereto that the undersigned have assumed the total and absolute liability for 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 Village Four, the undersigned shall produce a Certificate of Public Liability Insurance, naming Crestwood Village Four its' Trustees, unit owners, agents and assigns, 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 AT LEAST SEVEN (7) DAYS PRIOR TO THE RENTAL DATE OR THIS CONTRACT WILL BE CONSIDERED NULL AND VOID. CERTIFICATES CAN BE HAND DELIVERED, E-MAILED TO: **RECEPTION@CRESTWOODVILLAGEFOUR.COM** OR FAXED TO 732-350-6930.

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: