

Union Lake Sailing & Tennis Club Rental Program and Agreement (MAR 2011)

Name: _____

Company Name : _____

Address: _____

City: _____ State: _____ Zip: _____

Home Telephone: _____ Work Telephone: _____

Cell Phone: _____ EMAIL: _____
(If a surprise event, what number should be used to contact you?)

Date Requested: _____ Nature of Event: _____ Number Attending: _____

Set-Up Time: _____ Time of Event: _____ Clean-Up Time: _____

Caterer: _____ Caterer Contact Name: _____

Address: _____ Telephone Number: _____

Entertainment Name: _____ Telephone Number: _____

Music: _____ Dancing: _____ Other: _____ Describe: _____

CHECK ALL THAT APPLY!!!!!!

Full Facility By Nonmember: (\$500.00) _____ Full Facility By Member: (\$250.00) _____

Open Rental (Facility open to members) _____ Exclusive Rental (Facility closed to members) _____

NO EXCLUSIVE RENTALS BETWEEN MEMORIAL DAY & LABOR DAY!!!

ADDITIONAL INFO :

RENTER SIGNATURE: _____ DATE: _____

BOARD OF DIRECTORS' ACTION: Approved: _____ Denied: _____ DATE: _____

ULT&SC Rental Contact: Dee Ivanovs Phone: 856- 327-3824 EMAIL: gsivan92@comcast.net

Union Lake Sailing & Tennis Club Rental Program and Agreement

The ULS&TC facility rental program allows small and large groups to host a variety of events in our beautiful indoor/outdoor gathering spaces. The Club is available for limited times throughout the year in accordance with the direction set by the Board of Directors. The ULS&TC is not responsible for catering, entertainment, or linens. We do have recommendations for area caterers and live entertainers. Events book fast, so please do not wait until the last minute.

IMPORTANT INFORMATION FOR YOUR EVENT!!!!!!!!!!!!!!

- PARKING IS NOT PERMITTED AROUND THE CIRCLE IN FRONT OF THE CLUB. TRAFFIC PATTERNS MUST REMAIN OPEN AT ALL TIMES INCLUDING DURING YOUR EVENT.
- NO STRUCTURAL ALTERATION TO CLUB PROPERTY IS ALLOWED.
- THE USE OF TENTS, PAVILLIONS, DANCE FLOORS OR ANY SIMILAR ITEMS MUST BE APPROVED BEFOREHAND. **UNDER NO CIRCUMSTANCES SHALL ANY OF THESE ITEMS BE ATTACHED TO THE CLUBHOUSE OR DECK USING SCREWS, NAILS OR OTHER FASTENERS.**
- A REASONABLE SETUP/BREAKDOWN TIME IS ALLOWED, BUT UNDER NO CIRCUMSTANCES SHALL THIS TIME EXCEED THREE (3) HOURS WITHOUT PRIOR APPROVAL.

REGULATIONS

1. A deposit of 50% of the total amount must be submitted with application to reserve the date. The remaining 50% must be paid **one week** prior to the scheduled event. Send to: ULS&TC, PO Box 24, MILLVILLE, NJ 08332
2. Additionally, a \$100 check must be given as a security deposit to be held in escrow and to be returned after inspection, within 30 days after the event. Send security deposit check with rental deposit check. **NOTE: SECURITY DEPOSIT IS WAIVED FOR MEMBERS.**
3. A full refund of the deposit will be given if a rental is cancelled 30 days prior to event date; no refund will be given if the rental is cancelled fewer than 30 days prior to event.
4. If any damage to the facility or fixtures occurs, the renter will be 100% responsible.
5. At the end of the event, the renter must empty trashcans of bags, tie them up, and place in dumpster.
6. The renter is responsible for set-up and clean-up of all tables, chairs, round tables, and picnic tables.
7. The facility must be locked at the end of the event.
8. **IT IS TO BE CLEARLY UNDERSTOOD THAT ALL PERSONS USING THE CLUB FACILITY DO SO AT THEIR OWN RISK AND WILL HOLD HARMLESS THE ULS&TC MEMBERSHIP AND BOARD OF DIRECTORS FOR ANY LIABILITY, DAMAGES OR INJURIES INCURRED.**

FACILITY RENTAL PROGRAM: ALCOHOL STATEMENT

PLEASE BE ADVISED THAT ULS&TC DOES NOT RECOMMEND NOR ENCOURAGE THE CONSUMPTION OF ALCOHOLIC BEVERAGES AND WILL NOT BE RESPONSIBLE FOR ACCIDENTS OR INJURIES RESULTING FROM THE CONSUMPTION OF ALCOHOL DURING OR FOLLOWING THE USE OF THE ULS&TC FACILITY BY THE RENTER OR THOSE PRESENT AT THE EVENT.

Renter Signature: _____

Date: _____

Union Lake Sailing & Tennis Club Rental Program

1. Renter will read, fill out and sign the application forms

2. Renter will submit completed forms along with deposit check and separate security check of \$100.00 (NON-MEMBERS ONLY) to: ULS&TC, PO BOX 24, MILLVILLE, NJ, 08332

3. Application will be reviewed at the next Board meeting

4. Renter will be contacted of Board action. If Board action is to decline the request, deposit checks will be returned.

5. The clubhouse will be opened at the time designated on the application

7. The balance of the rental fee is due one(1) week prior to the scheduled event. Make all checks payable to "ULS&TC" and send them to: ULS&TC, PO BOX 24, MILLVILLE, NJ, 08332

8. Please remember to follow "Regulations" 5,6,&7 regarding what must be done at the conclusion of the event.

9. Have a "GREAT" time and enjoy our wonderful facility! ULS&TC