

# Rental Packet

Each potential renter will receive a packet containing the following information:

- "Rental Packet"
- LPPOA Contact List (for assistance or emergencies)
- Clubhouse Fee Structure
- Rental Agreement
- Clubhouse Rules and Additional Policies
- Caterers' Liability Insurance

---

**Clubhouse Agents:**

**Booking information:**

**Karen Atkins**

973-887-4947

973-887-1266

**Joe Palatini**

973-973-884-5057

**Mail contracts to:**

**Lake Parsippany Clubhouse-Rentals**

**PO Box 62**

**Parsippany, NJ 07054**

**Mark the envelope clubhouse rental**

**E-mail: [clubhouserental@mail.lake-parsippany.org](mailto:clubhouserental@mail.lake-parsippany.org)**

**Telephone: (973) 887-4947**

**Make checks payable to LPPOA**

LPPOA Contact List  
(For assistance and emergencies)

Joe Palatini	(973) 884-5057
Karen Atkins	(973) 714-0299
Bill Waller	(973) 887-7219
Rose Dury	(973) 585-4649
Debbie Orme	(973) 503-0640
Dan O'Connor	(973) 428-3744

LPPOA Clubhouse Table Count

- (9) 32X42
- (4) 32" Square
- (3) 42" Diameter Round Tables

Seating for 65 at tables and chairs in main dining area

Seating for 20 at the bar and bar tables

Maximum Occupancy Load of 99



Lake Parsippany Property Owners Association

**RENTAL AGREEMENT FOR THE CLUBHOUSE**

**Contract No.** \_\_\_\_\_

AGREEMENT dated: Month \_\_\_\_\_ Day \_\_\_\_\_ Year \_\_\_\_\_, BETWEEN the Lake Parsippany Property Owners Association, located at 701 Lake Shore Drive, Parsippany, NJ 07054, (hereinafter called the "LPPOA") and \_\_\_\_\_ of \_\_\_\_\_

Name

Badge #

Address

\_\_\_\_\_  
City, State Zip \_\_\_\_\_ Phone \_\_\_\_\_ (hereinafter called the "Lessee").

E Mail address: \_\_\_\_\_

Lessee shall be using the LPPOA Clubhouse for the following event: (please check one)

\_\_\_\_\_ Baby Shower

\_\_\_\_\_ Anniversary Party

\_\_\_\_\_ Bridal Shower

\_\_\_\_\_ Communion Party

\_\_\_\_\_ Wedding Reception

\_\_\_\_\_ Birthday Party:      Over 21     Under 21

\_\_\_\_\_ Christening Party

\_\_\_\_\_ Reunion Party

\_\_\_\_\_ Confirmation Party

\_\_\_\_\_ Other (please specify) \_\_\_\_\_

In consideration of the mutual promises contained herein, the parties hereby mutually agree as follows:

**TERMS AND CONDITIONS**

1. The Lessee shall have the exclusive use of the assigned space within the Clubhouse. All activities must be confined to the Clubhouse.
2. Said use of the Clubhouse shall be on \_\_\_\_\_, \_\_\_\_\_ from \_\_\_\_\_ (AM/PM) to \_\_\_\_\_ (AM/PM) inclusive.
3. Lessee agrees that all persons present for the specified event shall vacate the premise approximately one half hour after the conclusion of the affair.
4. The parties agree that all items, including but not limited to, bands, DJ's, caterers, extra tables, extra chairs and flowers, not mentioned in this contract nor attached to it in a writing signed by the person executing this agreement shall be the sole responsibility of the Lessee and shall not be furnished by the LPPOA. The LPPOA reserves the right to reject any band, DJ, or entertainment within the exercise of its reasonable discretion.
5. Lessee has read, understands and agrees to abide by the LPPOA Clubhouse Rules and Additional Policies.

Rental Fee: \$ \_\_\_\_\_

Check #: \_\_\_\_\_ Security Deposit: \$ \_\_\_\_\_

Check #: \_\_\_\_\_ Rental Deposit: \$ \_\_\_\_\_

Signatures:

Balance Due: \$ \_\_\_\_\_

LPPOA:

Lessee:

\_\_\_\_\_ Date: \_\_\_\_\_ \_\_\_\_\_ Date: \_\_\_\_\_

## LPPOA Clubhouse Rules

<b>Alcoholic Beverages</b>	<ul style="list-style-type: none"> <li>• Alcoholic beverages may not be <u>sold</u> to anyone.</li> <li>• Alcoholic beverages must <u>not</u> be served to anyone under 21 years of age, at any time.</li> <li>• Alcoholic beverages are not permitted on the premises during any under-21 functions (e.g. Children's parties, teen events, etc.).</li> </ul>
<b>Smoking</b>	<ul style="list-style-type: none"> <li>• Smoking is not permitted inside the facility.</li> <li>• Smoking outside the facility <u>requires</u> use of provided receptacles.</li> </ul>
<b>Occupancy</b>	May not exceed the current fire code.
<b>Kitchen Use</b>	<ul style="list-style-type: none"> <li>• Appliance usage is limited to the Stovetop, Oven, Microwave, and Refrigerator for reheating and storage <b>only</b>.</li> </ul>
<b>Decorations</b>	<ul style="list-style-type: none"> <li>• Thumbtacks may only be used in specified areas.</li> <li>• Tape and nails may not be used at any time.</li> <li>• Must be limited to stand-alone decorations only.</li> </ul>
<b>Parking</b>	All on-premise and off-premise parking must comply with township ordinances.
<b>Noise</b>	<ul style="list-style-type: none"> <li>• Noise levels must meet township regulations.</li> <li>• Profanity is strictly prohibited.</li> </ul>
<b>Pets</b>	Pets are not allowed at any time.
<b>Attire</b>	Shoes and shirts are required at all times.
<b>Phone</b>	The Clubhouse phone is for emergency use only.
<b>Trash</b>	<ul style="list-style-type: none"> <li>• Trash must be bagged and placed in the dumpster in the rear of the facility.</li> <li>• Recyclables must be placed in the designated receptacles.</li> </ul>
<b>Clean Up</b>	<ul style="list-style-type: none"> <li>• Clean up is the responsibility of the renter.</li> <li>• The facility and exterior must be left the way it was found, including furniture arrangement.</li> <li>• Cleaning supplies will be provided for your use.</li> <li>• The facility will be inspected prior to a security deposit refund.</li> </ul>
<b>Lights</b>	All lights and televisions must be turned off upon leaving.
<b>Unattended Children</b>	Unattended children will not be permitted at any time.
<b>Authorized Use</b>	No one may use the clubhouse without a prior reservation.
<b>Rentals</b>	All rentals must be booked with the Clubhouse Agent and must adhere to the Clubhouse Rental Rules.
<b>Other</b>	Littering and property abuse is strictly prohibited; this includes the lake, (e.g. throwing rocks or debris into the lake).

Any violation of these rules will result in the loss of clubhouse privileges for the season, and future privileges will be at the discretion of the board.

## **Additional Policies:**

1<sup>st</sup> come (rental deposit required) 1<sup>st</sup> served with the following guidelines:

- Scheduled Board and Monthly Membership meetings.
- Rentals by members and "clubhouse use" members.
- Rentals by non-members.
- Use of clubhouse by members. (i.e. After swim meets, horseshoes, games etc.)

Rentals are limited to 1 per month and 6 per season (per membership or non member).

\*Exceptions by Board approval only.

Fundraisers (other than those to profit the clubhouse) held by members must abide by these fees and policies.

Must be 21 or over to rent the clubhouse.

Rental of the clubhouse DOES NOT include use of other lake-owned properties.

\*LPPOA reserves the right to refuse a rental at their discretion. Should a rental be refused by the LPPOA, any rental deposit will be returned.