

Lake Parsippany Property Owners Association

Clubhouse Rental Information

Each potential renter will receive a Rental Packet containing the following information:

- LPPOA Contact List (for assistance or emergencies)
- Clubhouse Fee Structure
- Rental Agreement
- Clubhouse Rules and Additional Policies

Clubhouse Agent & Booking information:

Contact: Marissa

Phone: (862) 579-8407

Email: Clubhouserental@lake-parsippany.org

Mail Contracts To: Lake Parsippany Clubhouse Rentals PO Box 62 Parsippany, NJ 07054

Make checks payable to LPPOA

LPPOA Clubhouse Table and Seat Count

Table Size	Quantity
32" x 42"	9
32" x 32"	4
42" round	3
24" x 24" bar height	3
6' x 30"	1
8' x 30"	1
Seating	Quantity
Chairs	70
Bar Stools	17

Seating is available for 70 people at the tables and chairs in main dining area

Seating is available for 20 people at the bar and bar tables

Maximum Occupancy Load = 99

Rental Hours:

8:00 a.m. to 10:00 p.m. (Sun-Thurs)

8:00 a.m. to 11:00 p.m. (Fri-Sat)

*Exceptions by special approval only.

*A Band or DJ must shut down ½ hour prior to closing.

LPPOA Contact List (For assistance and emergencies)

Clubhouse Manager: Marissa (862) 579-8407

Casey Palermo: (201) 704-2215

Lake Parsippany Property Owners Association

Clubhouse Fee Structure

Rental Fees:

Type of Rental	Member/Gold	Non-Member/Bronze
Function (up to 6 hours)	\$400	\$600 + sales tax
Meeting (up to 2 hours)	\$80/hr	\$115/hr + sales tax
Not for profit Meeting (up to 2 hours)	\$65	\$65 + sales tax
Extended Function (up to 2 hours before or after event)	\$45/hr	\$45/hr + sales tax

The extended hours will be agreed 2 weeks prior to rental and will only be granted if it does not impact another event

Other Fees:

- Company Use Fee - \$140 per season. This allows companies to rent the clubhouse at the Member rate for the season.²
- Rental Deposit for Functions – 50% of the rental fee is required to book/secure your date and time. Dates are only secured when the signed rental agreement and rental deposit are received by the Clubhouse Agent (on a first paid/first secured basis).
- 2 hour meetings and not-for-profit meetings require full payment in advance.
- Refundable Security Deposit due at the time of deposit:

Function	\$150 per event
Meeting (up to 2 hours)	Deposit equal to the rental fee
Not-for-profit meeting (up to 2 hours)	\$50

Security Deposits:

Security deposits will be in the form of a separate check payable to the LPPOA.

Security Deposits will be refunded if:

1. All clubhouse rental areas are left undamaged and have been cleaned (interior and exterior).
2. Lake is left undamaged. Renters are responsible for their guests' actions.

Additional Policies:

1st come (rental deposit required) 1st 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 refunded.

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

Name: (hereinafter called the "Lessee")	Badge #:
Address:	
City, State, Zip:	
Phone Number:	
Email:	

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

<input type="checkbox"/> Baby Shower	<input type="checkbox"/> Anniversary Party	<input type="checkbox"/> Communion Party
<input type="checkbox"/> Bridal Shower	<input type="checkbox"/> Wedding Reception	<input type="checkbox"/> Christening Party
<input type="checkbox"/> Reunion Party	<input type="checkbox"/> Holiday Get Together	<input type="checkbox"/> Confirmation Party
<input type="checkbox"/> Birthday <input type="checkbox"/> Over 21 <input type="checkbox"/> Under 21	<input type="checkbox"/> 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: Date: _____ From _____ am/pm to _____ am/pm
3. Lessee agrees that all persons present for the specified event shall vacate the premise approximately 30 minutes 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. The Lessee agrees to follow the capacity guidelines as set forth by the Fire Marshall.
6. The Lessee has read, understands and agrees to abide by the LPPOA Clubhouse Rules and Additional Policies.
7. The Lessee will complete clean up tasks and sign off on renters checklist before leaving at the conclusion of their event.

Check #	Security Deposit:
	Rental Fee:
Check #:	Rental Deposit:
	Balance Due:

Signatures:

LPPOA Representative		Date
Lessee		Date

Lake Parsippany Property Owners Association

LPPOA Clubhouse Rules

Alcoholic Beverages	<ul style="list-style-type: none"> Alcoholic beverages may not be sold to anyone. Alcoholic beverages must not be served to anyone under 21 years of age, at any time. Alcoholic beverages are not permitted on the premises during any under-21 functions (e.g. Children's parties, teen events, etc.).
Authorized Use	No one may use the clubhouse without a prior reservation
Clean Up	<ul style="list-style-type: none"> Cleanup is the responsibility of the renter. The facility and exterior must be left the way it was found, including furniture arrangement. Cleaning supplies will be provided for your use. The facility will be inspected prior to a security deposit refund.
Decorations	<ul style="list-style-type: none"> Thumbtacks may only be used in specified areas. Tape and nails may not be used at any time. Glitter and confetti are NOT permitted <p>*The clubhouse will be decorated with holiday décor from the weekend after Thanksgiving until New Years.</p>
Kitchen Use	<ul style="list-style-type: none"> Appliance usage is limited to the Stovetop, Oven, Microwave, Coffee Pot and Refrigerator Stove use is for reheating only Refrigerator must be emptied upon end of event
Lights	All lights and televisions must be turned off upon leaving.
Noise	<ul style="list-style-type: none"> Noise levels must meet township regulations. Profanity is strictly prohibited.
Occupancy	May not exceed the current fire code: 99 person capacity
Parking	All on premise and off-premise parking must comply with Township ordinances.
Rentals	All rentals must be booked with the Clubhouse Agent and must adhere to the Clubhouse Rental Rules.
Pets	<ul style="list-style-type: none"> Pets are not allowed at any time. Service animals are welcome.
Phone	The Clubhouse phone is for emergency use only.
Smoking	<ul style="list-style-type: none"> Smoking is not permitted inside the facility. Smoking outside the facility requires use of provided receptacles
Trash	<ul style="list-style-type: none"> Trash must be bagged and placed in the dumpster in the rear of the facility. Recyclables must be placed in the designated receptacles.
Unattended Children	Unattended children will not be permitted at any time
Other:	<p>Littering and property abuse is strictly prohibited; this includes the lake, (e.g. throwing rocks or debris into the lake).</p> <p>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</p>