

# Lake Parsippany Property Owners Association

## Lake Parsippany Clubhouse Rental Packet

Below you will find our 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: lppoacclubhouserentals@gmail.com

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"	3
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 17 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

Emergency Contact (during rentals only) - Casey: (201) 704-2215

**Effective January 19, 2024**

# Lake Parsippany Property Owners Association

## Clubhouse Fee Structure

### Rental Fees:

Type of Rental	Member	Non-Member
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 Time for a Function* (up to 2 hours before or after event)	\$45/hr	\$45/hr + sales tax

**Functions include up to 6 hours for a rental. This includes your set up time, event and clean up time.**

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

- Rentals are scheduled on a first come, first served basis. We cannot hold a date.
- To secure a date: a signed rental agreement, 50% of the rental deposit fee & a security deposit are required.
- Once items are received by the clubhouse agent, an email confirmation will be sent noting your date is secure on the calendar. It will also include a copy of your contract agreement.

### Additional Fees Information:

- Company Use Fee - \$140 per season. This allows companies to then rent clubhouse at the member rate for the season.
- Meetings require full payment in advance.

**Security Deposit:** A security deposit check (payable to LPPOA) is required for all rentals. Security fees are as follows:

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 will be refunded if:

1. All clubhouse rental areas (interior & exterior) are left undamaged & renters checklist has been completed.
2. Clubhouse and lake property is left undamaged. Renters are responsible for their guests' actions.

### Cancellation Policies:

- If we need to cancel your event for any reason, a full refund will be issued.
- If you cancel 2 weeks before an event date, 50% of your rental deposit will be refunded.
- Events cancelled with less than 7 days' notice will result in the entire rental deposit being cashed.
- When it comes to inclement weather, we will issue a full refund (or opportunity to reschedule) if roads are treacherous and unsafe (state of emergency conditions).
- If renters choose to cancel in mild weather situations the rental deposit fee will be kept.

### Additional Policies:

Events are planned on a first come, first served basis (rental deposit provided) with the following guidelines:

- Scheduled Board and Monthly Membership meetings.
- Rentals by members and "club" members. (i.e after swim meets, club meetings, etc)
- Rentals by non-members.

Rentals are limited to 1 per month/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.

You 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.

**Effective January 19, 2024**

# Lake Parsippany Property Owners Association

## Rental Agreement for the Clubhouse

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

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

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

**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.

<b>Check #</b>	<b>Security Deposit:</b>
	<b>Rental Fee:</b>
<b>Check #:</b>	<b>Rental Deposit:</b>
	<b>Balance Due:</b>

Signatures:

<b>LPPOA Representative</b>		<b>Date</b>
<b>Lessee Representative</b> sign here →		<b>Date</b>

Effective January 19, 2024

# Lake Parsippany Property Owners Association

## LPPOA Clubhouse Rules

Alcoholic Beverages	<ul style="list-style-type: none"> <li>Alcoholic beverages may not be sold to anyone.</li> <li>Alcoholic beverages must not 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>
Authorized Use	<p>All events require a signed contract agreement.</p> <p>No one may use the clubhouse without a prior reservation</p>
Clean Up	<ul style="list-style-type: none"> <li>Cleanup is the responsibility of the renter. A renter's checklist of tasks will be provided.</li> <li>The facility and exterior must be left the way it was found, including furniture arrangement.</li> <li>Cleaning supplies, a vacuum and garbage bags will be provided for your use.</li> <li>The facility will be inspected prior to a security deposit refund.</li> </ul>
Decorations	<ul style="list-style-type: none"> <li>Thumbtacks &amp; command hooks may be used on walls/specified areas.</li> <li>Tape and nails may not be used on the walls at any time.</li> <li><b><i>Glitter, confetti &amp; party poppers are NOT permitted.</i></b> Use of these items will result in your security deposit being kept.</li> </ul>
Kitchen Amenities/Usage	<ul style="list-style-type: none"> <li>Our kitchen offers 2 ovens with stovetop, a microwave, 12-cup coffee pot, a refrigerator/freezer and an ice machine.</li> <li>Stove use is for reheating food only.</li> <li>The refrigerator must be emptied upon end of event.</li> </ul>
Noise	<ul style="list-style-type: none"> <li>Noise levels must meet township regulations.</li> <li>Profanity is strictly prohibited.</li> </ul>
Occupancy	<p>Functions may not exceed the current fire code at any time.</p> <p>We have a <b>99 person capacity</b></p>
Parking	<ul style="list-style-type: none"> <li>There are 21 lined parking spaces at the clubhouse.</li> <li>Additional vehicles may park in the cul-de-sac in back of the clubhouse lot and on nearby side streets if necessary.</li> <li>All on premise and off-premise parking must comply with Township ordinances.</li> <li>No vehicles may be left overnight in the parking lot.</li> </ul>
Rentals	<p>All rentals must be booked with the Clubhouse Agent and must adhere to the Clubhouse Rental Rules.</p>
Pets	<ul style="list-style-type: none"> <li>Pets are not allowed at any time.</li> <li>Service animals are welcome.</li> </ul>
Phone	<p>The Clubhouse phone is for emergency use only.</p>
Smoking	<ul style="list-style-type: none"> <li>Smoking is not permitted inside the facility.</li> <li>Smoking outside the facility requires use of provided receptacles.</li> </ul>
Trash	<ul style="list-style-type: none"> <li>Trash must be bagged and placed in the dumpster in the rear of the facility.</li> <li>Interior recycling cans must be emptied in the designated receptacles outside the clubhouse.</li> </ul>
Unattended Children	<ul style="list-style-type: none"> <li>Unattended children will not be permitted at any time</li> </ul>
Wi-Fi	<ul style="list-style-type: none"> <li>Our clubhouse offers free Wi-Fi for you and your guests during an event.</li> </ul>
Other:	<ul style="list-style-type: none"> <li>Littering and property abuse is strictly prohibited; this includes the lake, (e.g. throwing rocks or debris into the lake).</li> <li>The clubhouse will be decorated with holiday décor from the weekend after Thanksgiving until New Years.</li> <li>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</li> </ul>