

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: Judy

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	Qty	Seating	Qty
32" x 42"	9	Chairs	70
32" x 32"	4	Bar Stools	20
42" Round	3		
24" x 24" Bar Height	3		
6' x 30"	1		
8' x 30"	1		

Seating for 70 at tables and chairs in main dining area

Seating for 20 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.

Effective May 1, 2018

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 _____

Address City, State Zip Member No.

Phone Number Email (hereinafter called the "Lessee").

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.

Check #: _____	Rental Fee: \$ _____
Check #: _____	Security Deposit: \$ _____
	Rental Deposit: \$ _____
	Balance Due: \$ _____

Signatures:

LPPOA:

Lessee:

_____ Date: _____ Date: _____

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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.).
Smoking	<ul style="list-style-type: none"> Smoking is not permitted inside the facility. Smoking outside the facility requires use of provided receptacles.
Occupancy	May not exceed the current fire code.
Kitchen Use	Appliance usage is limited to the Stovetop, Oven, Microwave, and Refrigerator for reheating and storage only.
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. Must be limited to stand-alone decorations only.
Parking	All on premise and off-premise parking must comply with Township ordinances.
Noise	<ul style="list-style-type: none"> Noise levels must meet township regulations. Profanity is strictly prohibited.
Pets	Pets are not allowed at any time.
Attire	Shoes and shirts are required at all times.
Phone	The Clubhouse phone is for emergency use only.
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.
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.
Lights	All lights and televisions must be turned off upon leaving.
Unattended Children	Unattended children will not be permitted at any time.
Authorized Use	No one may use the clubhouse without a prior reservation.
Rentals	All rentals must be booked with the Clubhouse Agent and must adhere to the Clubhouse Rental Rules.
Other	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.

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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 returned.