



S.L.P.O.A.

"Skyline Lakes Property Owners Association"

Dear Renter,

I would like to take this time to thank you for choosing our lake community clubhouse to host your upcoming event. I am the new rental director, Denine O'Meara, and I am looking forward to assisting you with the rental. Once you have read the terms of this contract, if you have any questions and/or are interested in booking a date, don't hesitate to give me a call. My phone number is (973)907-7886.

Please see that I have enclosed the 2 part contract. We request that you read the contract thoroughly before you initial or sign were indicated. Once we have reviewed your signed contract, the association assumes that you have completely read and understood all of the terms and conditions. The renter will be held responsible for all of the CLEANING, as per the contract. If you do not comply with the terms and conditions of the contract, your security deposit will not be refunded.

Listed below are the documents that are required to book a rental.

- 1 Check for the Rental*
- 1 Check for the Security Deposit
- Complete Contract
- A copy of your current Homeowner's Insurance (please make sure its current updated policy)

* Make all checks payable to **S.L.P.O.A.**

All of the requested paperwork along with the checks are to be dropped off in my mailbox, or mailed to me 2 weeks prior to your booking date.

I will be contacting you prior to the date of your rental in order to make arrangements with you for the key pick-up, and any other arrangements that I can assist you with. If there are no rentals booked one day prior to your date, you will be allowed in the clubhouse to set up for your event.

If you have any questions, please feel free to call me. Once again, my phone number is (973)907-7886.

Sincerely,

Denine O'Meara
Rental Director



S.L.P.O.A.



"Skyline Lakes Property Owners Association"

You as the renter will be held responsible for all of the cleaning as per the contract. If the cleaning is not done according to the signed contract, your refundable security check will not be refunded.

Your rental contract contains many important provisions and we ask that you review them all before signing the contract. In order for you to understand your responsibilities as a renter, this letter highlights several of the provisions that are mandatory. We ask your cooperation by adhering to all of the provisions of the contract and by monitoring your guests at all times.

The association asks that you do not set up food tables on the carpet area of the rental hall.

1. **Non-Member Rentals:** The rental agreement includes only the facilities specified in this contract. The lounge and swimming facilities are not included in the contract and their use is prohibited. The renter acknowledges that it is his/her responsibility to monitor their guests' usage of S.L.P.O.A. facilities. The renter agrees to hold S.L.P.O.A. harmless for any actions that may result from the use of facilities that are not specified in this contract.

2. **Member Rentals:** The renter acknowledges that the use of S.L.P.O.A. Facilities, which are not specified in this contract, are "AT YOUR OWN RISK." S.L.P.O.A. does not supply lifeguards or any form of supervision for private rentals. The renter acknowledges that it is his/her responsibility to monitor their guests' usage of S.L.P.O.A. facilities. The renter agrees to hold S.L.P.O.A. harmless for any actions that may result from the use of facilities that are not specified in this contract.

3. The renter assumes total responsibility as server and dispenser of all alcoholic beverages and the consumption of alcoholic beverages by people attending the event. Minors of 21 years of age, or under, WILL NOT be served and must NOT DRINK on PREMISES.

4. The renter must provide adequate supervision of minors. PLEASE KEEP ALL MINORS AWAY FROM THE LAKES, DOCKS, DAMS, AND ALL WILD LIFE!

5. The renter acknowledges that as a host, his/her personal liability coverage under their Homeowners Insurance will be the primary coverage for any actions occurring at their function. The lease must contact their Homeowners Insurance Company and must provide a Certificate of Insurance, naming S.L.P.O.A. as insured, prior to the rental date. Failure to provide the Certificate of Insurance will forfeit this rental agreement and the rental's deposit. In addition the Security Deposit of \$100.00 must also be received prior to the rental.

6. In no event will unruly behavior be tolerated. Complaints from the Ringwood police Department will result in immediate cancellation of the event. Any Board Director or the Lounge Bartender has the right to intervene if the renter violates any S.L.P.O.A.'s provision, Borough of Ringwood Laws, or sections of this contract.

7. Smoke machines are not allowed by DJ's. The smoke machines set off the fire alarms.

8. Members cannot rent the hall for a non-member or potential member at the member price. You will risk losing your security deposit.

9. The renter must be on the premises at All TIMES during the rental.

If you have any questions or concerns about the rental contract, please feel free to contact me

Sincerely,

Denine O'Meara
Rental Director



S.L.P.O.A.
RENTAL AGREEMENT



The SKYLINE LAKES PROPERTY OWNERS ASSOCIATION hereby agrees to rent the Clubhouse Hall, Kitchen Facilities Bathrooms and Outside Property Grounds.

Renter: _____ Phone Number: _____

Address: _____

Date: _____ From: _____ Until: _____ (Max. 5 Hrs.)

Purpose: _____ Number attending: _____

Rental Fee: \$ 290.00 Security Deposit: \$ 100.00 Member: Yes

The RENTER hereby agrees to the following terms **(Please initial where indicated):**

1. No more than 100 persons will attend.
2. The Facilities will be cleaned, as specified in the Security Deposit Refund Requirements, before 9:00 a.m. on the date following the rental. Failure to do so will result in forfeiture of the entire security deposit or part thereof.
3. **NON-MEMBER RENTAL:** The rental agreement includes only the Facilities specified in this contract. **Lounge and Swimming Facilities are not included in this contract and their use is prohibited.** The Renter acknowledges that it is his/her responsibility to monitor their guests' usage of S.L.P.O.A.'s facilities. The Renter agrees to hold S.L.P.O.A. harmless for any actions which may result from the use of facilities which are not specified in this contract. **(Please initial _____)**
4. **MEMBER RENTAL:** The Renter acknowledges that the use of S.L.P.O.A.'s facilities, which are not specified in this contract, are **"AT YOUR OWN RISK"** and that S.L.P.O.A. does not supply lifeguards or any form of supervision for private rentals. The Renter acknowledges that it is his/her responsibility to monitor their guest's usage of S.L.P.O.A.'s facilities. The Renter agrees to hold S.L.P.O.A. harmless for any actions which may result from the use of facilities which are not specified in this contract. **(Please initial _____)**
5. The Renter is responsible for any damage done to the Facilities during the rental period even if the monetary amount exceeds the security deposit. **(Please initial _____)**
6. **MEMBERS and NON-MEMBERS:** Any type of arts and crafts will not be done on the carpet. All craft tables are to be set up on the wooden floor. If you fail to do this, your security deposit will be held for carpet cleaning. **(Please initial _____)**
7. The Renter, as host, assumes total responsibility as server and dispenser of all alcoholic beverages and the consumption of alcoholic beverages by persons attending the event. Minors (under Age 21) will not be served and must not drink on the premises. **(Please initial _____)**
8. Adequate adult supervision of minors must be provided by the LEASEE. **PLEASE KEEP MINORS AWAY FROM THE LAKES, DOCKS, DAMS AND WILDLIFE!**
9. If the Renter cancels the rental within thirty days (30) of the event, all rental fees will be held by S.L.P.O.A. If a new rental date is booked within six months of the original cancellation date, the original rental fees will be credited. After six months, all rental fees will be forfeited.
10. The Renter acknowledges that as host, his/her personal liability coverage under their Homeowners insurance will be the primary coverage for any actions occurring at their function. The Renter **must** contact their **Homeowner's Insurance Company** and provide a **Certificate of Insurance, naming S.L.P.O.A. as insured, prior to the rental date.** Failure to provide the Certificate of Insurance will forfeit this rental agreement and the Renter's deposit. In addition, the Security Deposit of \$100.00 **must** also be received prior to the rental. **(Please initial _____)**

11. In no event will unruly behavior be tolerated. Complaints from the Police will result in immediate cancellation of the event. Any Board Director or the Lounge Bartender has the right to intervene if the Renter or any of his/her guests violate any S.L.P.O.A. provisions, Borough of Ringwood Laws or sections of this contract.
12. **Smoke machines are not allowed by DJ's.** They set off the fire alarms.
13. **Indemnity.** *The Renting Party shall indemnify, defend, and Hold Harmless the Skyline Lakes Property Owners Association and its officers and members against any and all demands, causes of action, or any other claim of the Renting Party, its members, agents, employees, subcontractors, patrons, guests, or invitees arising out of or related to the Renting Party's Rental of the Clubhouse Hall.*

SECURITY DEPOSIT REFUND REQUIREMENTS: (Please Initial) _____

In order to receive all of your \$100.00 SECURITY DEPOSIT, the following provisions must be met:

1. Put away all tables and chairs in the designated closet, or the back in the order they were found, insuring no damage.
2. Remove all decorations, streamers, pins, and tacks. (Please use TAPE, PUSH PINS or TACKS ONLY!). Do Not put tape or staples on ceiling tile
3. Floor must be swept and cleaned and washed. Rugs must be vacuumed.
4. Bathrooms must be cleaned and faucets must be turned off, trash baskets emptied, floors washed.
5. All trash must be separated and deposited in dumpster. All recyclable items must be placed in their designated cans located outside by the dumpster. All cans and bottles must be recycled in designated cans.
6. Kitchen must be cleaned, floor swept and washed, stove washed down, windows locked, refrigerator cleaned out, gas and faucets turned off, sink cleaned,
7. All lights must be turned off, and doors must be locked and bolted.
8. Set heat to 60 degrees and/or air conditioning to 76 degrees.
9. Outside grounds must be cleaned, if utilized. All cigarette butts, cans, cups etc. must be picked up
10. Return keys to Rental Director by 9:00 a.m. the following day.

ADDITIONAL PROVISIONS

1. Keys can be picked up at the address below one day prior to the rental date (After 6:00 p.m.).
2. Decorating and set up may be done the night prior or the day of the event, if there is no other rental or conflict with a S.L.P.O.A. function.
3. Any damage noticed should be reported prior to the rental. Any damage that occurs during the rental should be reported by 9:00 a.m. the following day.
4. When a member rents the clubhouse at the reduced member rate, signs the contract, and provides us with an insurance policy, that member must be present for the entire duration of the rental.
5. You cannot rent the clubhouse for a non-member so they can benefit by getting the lower member price. You will risk losing your security deposit, future rental privileges of the clubhouse, and the risk of losing your membership.

Please sign both copies of this contract, keep one for your records and return one copy along with the Rental Fee to:

Denine O'Meara
267 Skyline Lakes Drive
Ringwood, NJ 07456
(973)907-7886

Please make check payable to: **S.L.P.O.A.**

I have read the above conditions for rental of the S.L.P.O.A. Facilities and agree to all of the terms stated therein and above:

SIGNATURE _____ RENTAL DATE: _____

SIGNATURE _____ (For S.L.P.O.A.)

