

# **CLUBHOUSE RENTAL**

## ***PLEASE NOTE THE FOLLOWING***

### **Clubhouse Address**

8 Lexington Drive, Pennington, NJ 08534

### **ACTIVITIES ROOM**

- **Extra tables and chairs** in far closet (by Exit door).
- **Private Party Lawn Sign** in front closet (left side).
- **The top of the poker table** turns over to a flat surface – **it is heavy** – proceed with caution.

### **VACUUM CLEANER & SMALL STEPLADDER**

- **Vacuum Cleaner** in the Maintenance Closet near Fitness Room
- **Small Stepladder** in the Men's Dressing Room Closet across from the Men's Room

### **EXERCISE ROOM**

- Four (4) large tin Ice Buckets for beverages in closet along the back wall.

### **ROOM SET UP**

- Return each room to its normal set-up.
  - **Activities Room** has 6 tables and 24 chairs (4 chairs per table).
  - **Room behind fireplace** has 5 tables and 20 chairs (4 chairs per table).
- Return extra tables and chairs to appropriate room/closet.

### **HEAT/AIR CONDITIONING THERMOSTATS**

- There are two thermostats located in the clubhouse, one in the Activities Room and one on the right side of the wall leading to the bathrooms.
- If you are using the both rooms, please keep the door to the Activities Room open for optimum air circulation.
- Return both thermostats to proper setting as noted above each thermostat.

### **COFFEE POTS (2)**

- After use, clean the inside of the pots with **water only** and leave on counter to dry.

### **GENERAL HOUSEKEEPING**

- Refrigerator may be used. Existing contents and bottled water are not for private party usage.
- Remove everything you bring and wipe refrigerator shelves.
- Replenish bags of ice used.
- Remove all trash and replace trash bags in each container.
  - Trash and recycling cans are on the exterior right side of the clubhouse. Follow the sidewalk around.

***Have a wonderful party!***