



Taconic Shores Property Owners Association, Inc.

CLUBHOUSE RENTAL FORM

Name: _____ Lot #: _____
Phone Number: _____ Email Address: _____
Address: _____

Facilities Needed:

Main Hall _____ Kitchen _____ Pavilion _____ Tables(#) _____ Chairs(#) _____ Beach _____

Planned Use: _____

Day and Date of Function: _____

Starting Time: _____ Ending Time: _____

Estimated Number of People: _____

If Catered, provide name, address, phone, and email address of caterer: _____

Insurance Certificate or Hold Harmless Agreement: _____

Liquor License Attached (If required -see Guideline 8): _____

CLUBHOUSE RENTAL GUIDELINES

1. It is understood that TSPOA sponsored activities have priority of use in all situations.
2. The rental of the Clubhouse must be approved by either the TSPOA President, a TSPOA Board member or the Association Manager. There are no exceptions.
3. Renters may not charge admission to events without special permission from the TSPOA Board.
4. Use of the Clubhouse includes the Main Hall area, kitchen, restrooms, pavilion, and the beach.
Note: All areas of the beach remain open to TSPOA Members during the rental period.
5. Use of the Clubhouse, including the Main Hall, is for approved use only and is not to be sublet. Only TSPOA members in good standing may rent the Clubhouse, and *the renting member must be present at all times during the rental period.*
6. The kitchen is available for use including (2) refrigerators, (2) stoves, and sink. The dinnerware, cookware and utensils are available for your use. Kitchen supplies such as paper products, plastic ware, condiments, etc are NOT available for use.
7. Cleaning of Clubhouse and beach area used is the responsibility of the TSPOA member-renter. All areas must be cleaned up, counters cleaned and floors swept/vacuumed. All left over food must be removed from the building. All trash must be removed from the premises. Tables in the Main Hall must be wiped clean and broken down. The beach area must be cleaned of any debris incurred as a



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result of the rental. Failure to comply with this reasonable request will result in the loss of the deposit.

8. A one-day liquor license must be obtained from the State Liquor Authority (www.sla.ny.gov) if there is a fee for entrance to the event or if there are alcoholic beverages being sold. (See item #3.)
9. A Certificate of Insurance must be provided by the renter for all functions. The Certificate of Insurance may be obtained from your homeowners/renters policy. Failure to comply with this reasonable request will disqualify a property owner from renting the clubhouse. This insurance should cover Taconic Shores (TSPOA) for all liability. TSPOA does not assume any liability related to activities on TSPOA property by a renter of the clubhouse. If conflicts develop, permission to use facilities may be withdrawn.
10. Noise levels must be kept to a reasonable and legal level. (See Town of Copake Code 360, www.ecode360.com/10552850.) You are permitted to have only modestly amplified music, and may play music at the Clubhouse only between the hours of 1:00PM and 11:00PM. Please be aware that violations may be reported to the authorities.

Note: Music during rentals is for the renter and his/her guests to enjoy--not for the entire population of the Shores, who may prefer listening to something else!

Initial here to confirm you have read & understand #10: _____

11. Decorations may be fastened to woodwork, but only with removable tape. Absolutely no tape, nails, or tacks may be used on painted walls. Failure to comply with this reasonable request will result in the loss of the deposit.
12. A rental fee of \$125 (if under 50 people) or \$175 (if over 50 people) and a security deposit of \$250 is required for the rental of the Clubhouse. The security deposit will be refunded in full upon meeting all the rules and regulations above and a satisfactory inspection of the facility by an employee of Taconic Shores.
13. Taconic Shores is not responsible for lost or stolen property during or after your rental. If clean-up is needed the morning following your rental, it must be completed by 8am if the next morning is a weekday or 10 am if on a weekend.
14. Dates and times of Clubhouse rentals will be posted outside the Clubhouse and on the TSPOA website so that TSPOA members can plan their beach usage.

I certify that I have read, and agree to abide by, the established guidelines and will be responsible for any expenses incurred by Taconic Shores Property Owners Assoc., Inc. as a result of my/our failure to comply with these rules.

Date: _____

Signature: _____



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INSPECTION AND INVENTORY FORM

FEE: \$125 if under 50 people ~ \$175 if over 50 people expected for event

Name: _____ Lot #: _____

Phone Number: _____ Email Address: _____

Request approved (TSPOA Board President, TSPOA Board Member or Association Manager)

Signature: _____ Name (printed) _____ Date _____

Signature: _____ Name (printed) _____ Date _____

Approved Rental Date: _____

Clubhouse Rental of \$125 or \$175 received: _____

Security deposit in the amount of \$250 received: _____

Inspection completed by: _____ Date: _____

Security deposit refunded: _____ Received by: _____

Security deposit kept for clean-up or damage: _____

Insurance Certificate received: _____

Liquor License received (if required): _____



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INSPECTION AND INVENTORY FORM

PRE-EVENT INSPECTION

Date Inspected: _____

Inspected By:
TSPOA Manager _____

Renting Member Name and Lot #

Renting Member Signature _____

POST-EVENT INSPECTION

Date Inspected: _____

Inspected By:
TSPOA Manager _____

Renting Member Name and Lot #

Renting Member Signature _____

Post-Event Cleanliness & Inspection for Damage:

Kitchen _____

Event Room _____

Bathroom _____

Patio _____

Beach Area _____

EVENTS ROOM INVENTORY

Qty Post-Event	Qty Pre-Event	Description
	2	3' x 3' Folding Tables
	14	8' White Folding Tables
	2	8' White Table
	6	8' Brown Tables
	77+12	Orange Chairs + Black chairs

KITCHEN INVENTORY

Qty Post-Event	Qty Pre-Event	Description
Serving		
	9	Stainless Steel Warming Racks
	6	Metal Wire Warming Racks
	10	Large Deep Warming Trays
	9	Raised Handle Lids (1 broken handle)
	3	Food Pan Inserts for Warming Trays (2x flat handle lids, 2x 1/2 tray lids)
	1	12-cup "Mr. Coffee" Coffee Maker
	1	40-cup "Hamilton Beach" Coffee Pot
	1	60-cup "Hamilton Beach" Coffee Pot
	1	Wire Basket
	8	Wicker Baskets
	2	Plastic Baskets
	11	Plastic Platters (varying sizes)
	2	Aluminum Platters
	4	Plastic Bins
	1	Large Plastic Bowl
	1	Small Plastic Bowl
Prepping and Cooking		
	1	Stainless Steel 10-15lb. Turkey Pot with Basket. No Lid
	1	Stainless Steel Extra-Large Pot with Basket and Lid
	1	Large Pot with Lid
	2	26-cup Metal Pots, 1 lid
	1	2qt. Saucepan with lid
	2	1qt. Saucepans, 1 lid
	1	8-1/2 Inch Skillet with lid
	1	10 Inch Skillet, no lid
	1	10-3/4 Inch Stainless Steel lid
	9	Stainless Steel Bowls (varying sizes)
	1	Cookie Sheet
	1	Perforated Metal Tray
	1	Extra Large Metal Strainer
	1	Plastic Cutlery Tray