

LAKESIDE LODGE RENTAL CHECKLIST

Date of Event

Name of Event

Time of Event

Time of Set Up

Resident Name

Resident Address

Resident Tel No

Resident E Mail

IMPORTANT FIRST STEP

Confirm your date/time reservation via
LKCALENDAR@LEISUREKNOLL.NET
Submit confirmation w/completed Rental Agreement

FOR OFFICE USE ONLY

	DUE	RC'D	NOTE
Date/Time Confirmation	_____	_____	_____
Rental Deposit \$ 100.	_____	_____	_____
Rental Fee Bal \$ 150.	_____	_____	_____
Security Deposit \$ 500.	_____	_____	_____
Clean Up Fee \$ 150.	_____	_____	_____
Cert of Insur	_____	_____	_____
Add'l Charges	_____	_____	_____

LAKESIDE LODGE RENTAL AGREEMENT

This Agreement is by and between Leisure Knoll at Manchester Association and _____ residing at _____
(Resident Name) (Address)
for the rental of Lakeside Lodge for _____
(Event Name)
on _____ between the hours of _____ to _____
(Event Date) (Event Start Time)
_____, not including pre-setup and post-breakdown/cleanup.
(Event End Time)

Resident agrees to pay a refundable Rental Deposit in the amount of \$ 100.00 no later than thirty (30) days in advance of the Event date. This Rental Deposit will be applied to the Rental Fee. If the Event is cancelled no later than fifteen (15) days in advance of the reserved date, the Rental Deposit will be refunded.

Resident agrees to pay a non-refundable Rental Fee in the amount of \$ 250.00. Payment shall be by personal check, cashiers check or money order payable no later than ten (10) days in advance of the Event date. The Rental Deposit will be applied to the Rental Fee.

Resident agrees to pay a refundable Security Deposit in the amount of \$ 500.00. Payment shall be by personal check, cashier's check or money order payable no later than ten (10) days in advance of the event date.

Resident is responsible for any damages to the room, its contents and appliances as well as the building itself, its environs and parking areas that are caused or permitted to be caused by themselves or by their guests. All of the aforementioned areas are to be left broom clean and free of trash, litter etc. Damages and/or deep cleaning will be subtracted from the Security Deposit, and the undersigned Resident agrees to pay damages in excess of the Security Deposit upon presentation of an itemized invoice by the Association.

Resident agrees to pay a non-refundable Set Up/Clean Up/Breakdown Fee in the amount of \$ 150.00. The fee covers the costs for pre-event set up of tables and chairs (agreed upon in advance and submitted to the Association in writing no later than ten (10) days in advance of the Event date) and cleaning and stocking of restrooms as well as the Post-Event break down and storage of tables and chairs and the cleaning and re-stocking of restrooms. Payment shall be by personal check, cashiers check or money order payable no later than ten (10) days in advance of the Event date.

Resident agrees to submit a Certificate of Insurance demonstrating Homeowners or Renters coverage that is in effect during all hours of the Event specified above including a one day Host Liquor Liability coverage. Failure to submit proof of coverage no later than seven (7) days in advance of the Event date will result in cancellation of the Event and forfeiture of the Rental Fee.

Resident agrees to submit a Certificate of Insurance or a Release and Indemnity Agreement for any individual(s) or group providing paid services to/for this Event and who will be present during any period of time Pre-Event, during the Event and/or Post-Event. Failure to submit proof of coverage no later than seven (7) days in advance of the Event date will result in cancellation of the Event and forfeiture of the Rental Fee.

LAKESIDE LODGE REGULATIONS

Resident agrees to abide by Lakeside Lodge rules, property rules, local ordinances and state laws, including but not limited to those referring to liquor consumption, use of drugs or controlled substances, disturbing the peace, disorderly conduct, vandalism and theft.

1. General Rental Hours:

Saturdays & Sundays	10 AM - 2 PM	(8 AM Access for Setup)*
	6 PM - 10 PM	(4 PM Access for Setup)*
Fridays	6 PM - 10 PM	(4 PM Access for Setup)

*Hours flexible based on availability

2. Resident reserving Lakeside Lodge is responsible for his/her conduct and the conduct of his/her guest(s) and the Resident must be present at all times during the Event.
3. Resident must leave Lakeside Lodge and adjoining parking areas in the same condition and state of cleanliness as he/she found them. All tidying and reorganizing must be complete by the end of the Event as listed in the previous section.
4. Lakeside Lodge has an efficiency kitchen which includes a microwave, toaster, electric oven/stovetop, refrigerator, large coffee urn and small coffee maker. These are all available for the Resident's use during the Event. Cleanup of these items are included in the Set Up/Clean Up/Breakdown Fee. The Resident must remove all items from the refrigerator at the conclusion of the Event.

5. The Association STRICTLY PROHIBITS the following:
 - a. Liquor consumption outside Lakeside Lodge or its environs.
 - b. Smoking in any area of Lakeside Lodge or within twenty-five (25) feet of building entrances or working windows.
 - c. Use of drugs or controlled substances.
 - d. Lewd or immoral conduct.
 - e. Rowdiness, brawling, or fighting.
 - f. Gambling.
 - g. Sale of liquor.
 - h. Excessively loud music.
 - i. Underage drinking.
6. Décor is restricted to table top and free-standing types. Décor is not permitted to be affixed to the fixtures, walls and/or furniture regardless of type or manner.
7. All Events must end **NO LATER** than 10:00 PM. **Resident will be charged a fee of \$25.00 for every 15 minutes the Event continues past the designated conclusion time.**
8. Events must be contained within Lakeside Lodge. Use of Lakeside Lodge does not include use of Timberland Hall, the pool, pool deck, or any other community amenity.
9. Resident will receive one warning from Association representative if party is unruly. Association representative may break up an unruly party after a warning has been given and ignored.
10. The Association assumes no responsibility for Residents or Resident's Guests' property.
11. Rental of Lakeside Lodge is limited to Residents only who must be in Good Standing with the Association. Good standing is defined as no outstanding fees due the Association and/or no outstanding violations of the Governing Documents filed at the time of the submission of this Rental Agreement. Failure to maintain good standing with the Association at any time prior to the rental Event will result in a cancellation of said Event.
12. All Events must be approved in advance by the Association.
13. Lakeside Lodge is available for rental on Friday nights, Saturdays and Sundays only; hours based on availability.
14. Maximum number of attendees is seventy-five (75).

I HAVE READ THE FOREGOING AND HAVE PAID THE REQUIRED RENTAL DEPOSIT.
(PLEASE NOTE THAT LAKESIDE LODGE WILL NOT BE RESERVED FOR THE DATE YOU HAVE
REQUESTED UNTIL THE DEPOSIT IS RECEIVED).

PAYMENTS MUST BE MADE PAYABLE TO "LEISURE KNOLL AT MANCHESTER".

PAYMENT FOR THE RENTAL OF LAKESIDE LODGE IS REQUIRED TEN (10) DAYS PRIOR THE
EVENT DATE. NO EXCEPTIONS.

Name of Event

Date of Event

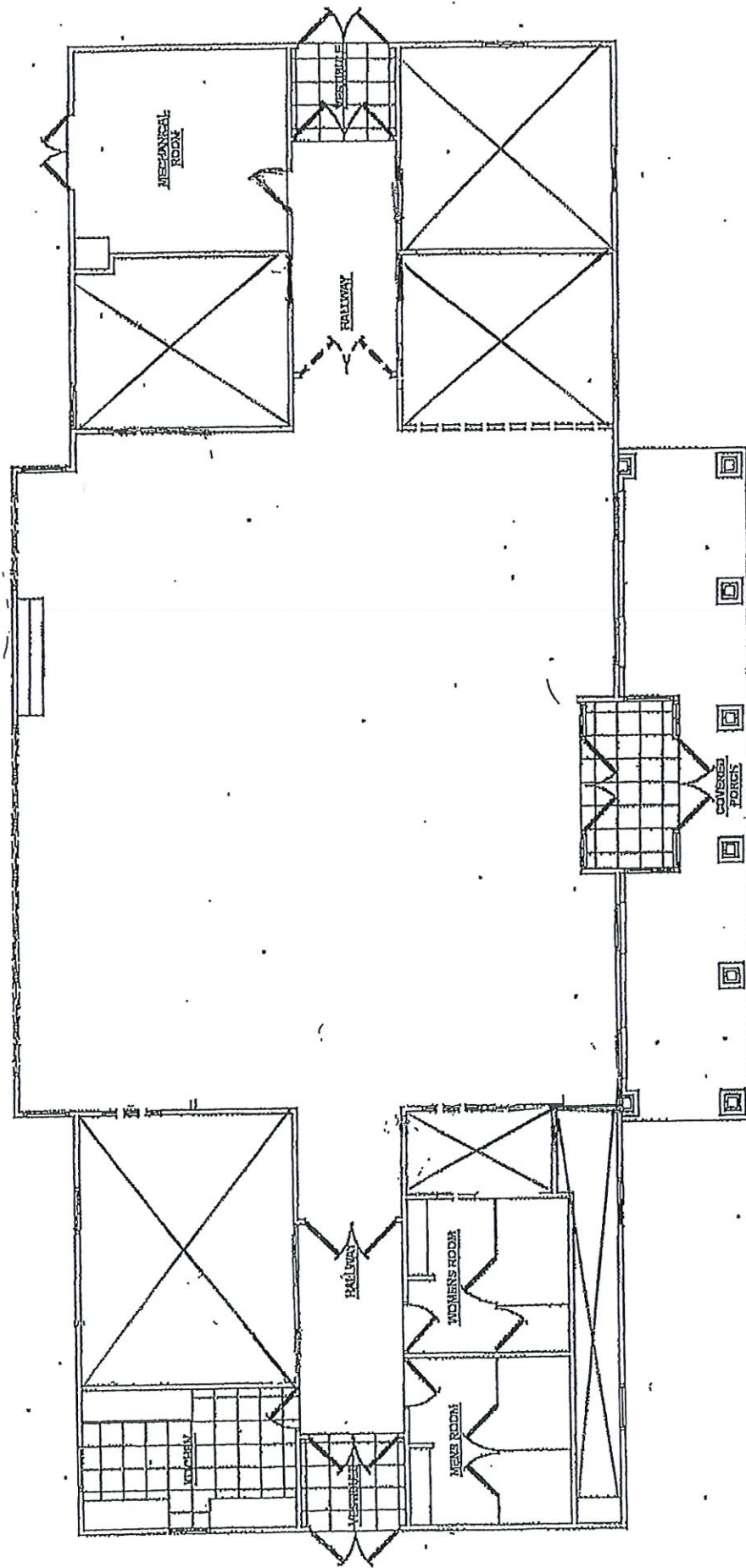
Resident Signature

Resident Address

Association Representative

Date

LAKESIDE LODGE



TABLES (ROUND) _____ # TABLES (RECTANGLE) _____
 # TABLES (SQUARE) _____ # CHAIRS _____

Indicate on floorplan desired location(s) of the items selected above.
 Maximum capacity is seventy-five (75) attendees.



Leisure Knoll at Manchester Association

4 Buckingham Drive North, Manchester, NJ 08759

Phone: 732-657-6661 Fax: 732-657-7433

Name of Club/Activity _____

Name/Tel # of Club/Activity Contact _____

Name of Event _____

Date of Event _____ Time of Event _____

MEMBER/INVITEE/SPECTATOR/PERFORMER

RELEASE AND INDEMNITY AGREEMENT

Please Read Carefully Before Signing

- A. The undersigned acknowledges by signing this Release and Indemnity Agreement that there are risks inherent with our attendance at such events or activities as:

(the "event"), including but not limited to the inherent risks that apply to participants, guests and spectators while upon the premises of Leisure Knoll at Manchester, including but not limited to the community facilities, and if applicable, off premise in connection with the event, whether or not sponsored by the Association.

- B. By signing this Release and Indemnity Agreement, the signor(s) express his/her intention to assume the risk of any loss, damage or injury that person attending the event may suffer as a consequence of the event and agrees to hold the following persons and entities harmless from any and all claims for damages, injury or loss arising out of the event: Leisure Knoll at Manchester Association, Inc. (the "Association"), including but not limited to the Association's Trustees and Officers and/or management staff; and any attendants or volunteer facilitating the event (collectively, the "Association's agents, servants and assigns").

- C. It is also our intention to release the Association and the Association's agents, servants and assigns from any claim for liability whatsoever, in consideration of and to induce the Association to allow our attendance or participation at the premises of Leisure Knoll at Manchester, including but not limited to the community facilities, and, if applicable, off premises in connection with the event, whether or not sponsored by the Association.
- D. Further, I/we release and forever discharge and hold harmless Leisure Knoll at Manchester Association, Inc. and the Association's agents, servants and assigns of and from all manner of actions and causes of action in law that may in any way arise from any accident or circumstances suffered by those attending or participating in such event.

RELEASE AND HOLD HARMLESS – BY SIGNING BELOW I/WE RELEASE LEISURE KNOLL AT MANCHESTER ASSOCIATION, INC., ITS AGENTS, SERVANTS AND ASSIGNS AND SUCH OTHER PERSONS LISTED IN THIS DOCUMENT FROM ANY AND ALL CLAIMS.

Vendor Name

(Please Print)

Vendor Name

(Please Print)

Vendor Address

(Please Print)

Vendor Address

(Please Print)

Vendor Signature

Vendor Signature

Date

Date