



LAKE PINE COLONY CLUB  
2 CHESTNUT RD  
MEDFORD, NJ 08055  
609.975.9558

### CLUBHOUSE RENTAL AGREEMENT

This agreement entered into by and between Lake Pine Colony Club (LPCC) herein referred to as “Lessor”, and \_\_\_\_\_ herein after referred to as “Lessee”.

Whereas, Lessee desires to rent from Lessor the Clubhouse and Parking Area located at 2 Chestnut Avenue, commonly known as the Lake Pine Colony Club Clubhouse herein after referred to as the “Leased Premises”.

Whereas the Lessor desires to lease to Lessee said Clubhouse and Parking Area under the terms and conditions herein after set forth.

Therefore, it is mutually agreed by and between the parties to this Agreement as follows:

1. **Terms of Rental:** The Rental of said Leased Premises shall commence on:

\_\_\_\_\_ (date) at \_\_\_\_\_(time), and shall terminate on  
\_\_\_\_\_ (date) at \_\_\_\_\_(time), herein after referred to as the  
“Rental Period”.

2. **Time of Rental:** The Lessee shall conclude the event and have the entire Leased Premises cleared of guests and belongings no later than **11:00 p.m.** Cleaning crew will arrive promptly so please adhere to these times)

Acknowledged: \_\_\_\_\_(initials of Lessee)

3. **Deposit and Damages:** In order to reserve the date specified in this Agreement for the event, Lessor shall charge a Security Deposit (which is separate and autonomous from Rental Fee) of \$250 per rental to Lessee. Such deposit shall be refunded within 30 days post-rental date only when the Lessor verifies no damages to the Leased Premises has occurred and that the Leased Property has been vacated properly (see #5 & 10). Lessee is assuming all responsibility to repair and/or reconstruct all the damages incurred during the Rental Period. Such damages shall include all structural components, all fixtures and furnishings, the surrounding grounds of neighbors to the Leased Premises and all parking areas of the Lessor.

Security Deposit (due with the return of this signed Agreement): \$ \_\_\_\_\_

Acknowledged: \_\_\_\_\_ (initials of Lessee)

4. **Rental Fee:** Full Rental Fee is due fifteen (15) days prior to Rental Date. If the Rental Fee is not received within fifteen (15) days prior to the event, the Lessee will be considered in default of this agreement and will not be granted admission to the facility and will forfeit the security deposit unless a payment is received using certified funds (cashier's check or money order). No attempt to hold the facility will be made until payment is received

**Rental Fee** (due 15 days prior to rental start date): \$ \_\_\_\_\_ due on, \_\_\_\_\_  
Acknowledged: \_\_\_\_\_ (initials of Lessee)

5. **Basic Cleanup:** Lessee has until 11:00 p.m. to remove all decorations and personal items. Any delay after 11:00 p.m. will result in a charge of Twenty - Five Dollars (\$25.00) per fifteen minutes increments after 11:00 p.m. This charge will be deducted from the Security Deposit of the Lessee.

**Text the Rental Agent once you vacate the property 609.330.4246**

Acknowledged: \_\_\_\_\_ (initials of Lessee)

6. **TRASH AND RECYCLING:** Lessee will use cans and bags provided for all trash. Trash will be bagged, tied, and disposed of in appropriate receptacles in the trash pen. Recycling of glass, plastic, and cardboard is encouraged and must be placed in appropriate receptacles in the recycling pen. No food, wrapping paper, plastic bags, trash bags, or other non-recyclable materials will be placed in recycling bins. Any trash or recycling that does not fit or causes receptacles to be incapable of closing regularly must be removed from the premises by lessee. **Failure to comply** will result in loss of security deposit. \_\_\_\_\_  
(initials of Lessee)

7. **Deposit Refund:** Lessee has Sixty (60) days prior to the commencement of the term stated in Paragraph 1 hereof to cancel this Agreement. If cancellation occurs after the Sixtieth (60<sup>th</sup>) day, Lessee will forfeit their deposit.

Acknowledged: \_\_\_\_\_ (initials of Lessee)

8. **Admission:** Lessor's Board of Trustees, employees or agents shall have access to supervise the facilities at any and all times.

Acknowledged: \_\_\_\_\_ (initials of Lessee)

9. **Insurance:** Upon acceptance of this Agreement, the Lessee agrees to indemnify and hold the Lessor harmless and free from all liability of any kind and nature whatsoever arising out of or in connection with the use of the Leased Property or for any act of negligence by the Lessee or its agents, employees or guests. This is a contract solely for rental use of the LPCC Clubhouse facility and parking area. It is not a contract for the provision of any other

services including, but not limited to catering of food, entertainment, cleaning of the facility. The LPCC does not offer any other service aside from rental of the real estate.

Acknowledged: \_\_\_\_\_ (initials of Lessee)

**10. Miscellaneous: Lessee – please initial items a through w in the spaces below.**

- a. \_\_\_\_\_ (init.) Lessee is responsible for adhering to all New Jersey Executive Orders as they pertain to indoor gatherings in response to COVID-19
- b. \_\_\_\_\_ (init.) Drug use is NOT permitted on Leased Premises and violates Federal, State and local laws. Persons caught using or distributing drugs will be referred to local authorities (arrested in accordance with the law.)
- c. \_\_\_\_\_ (init.) All doors into or out of the Leased Premises must NOT be propped open or left open and are to remain closed during the Rental Period.
- d. \_\_\_\_\_ (init.) Use of the LPCC recreational facilities (lake, beaches, tennis, basketball and hockey courts, baseball field, playground equipment, picnic tables and grills) is not part of the Leased Premises and is not permitted unless otherwise acknowledged by Lessor.
- e. \_\_\_\_\_ (init.) If alcohol is being served, it is the responsibility of the Lessee to comply with all Federal, State and local alcohol laws and to be responsible for the conduct of their guests.
- f. \_\_\_\_\_ (init.) No horseplay, or excessive noise is to be conducted anywhere on the Leased Premises or that of its neighbors. Reports of such conduct to the Lessor from caterers, neighbors, or police will be grounds for immediate shutdown of the Lessee’s event, expulsion of all persons from Leased Premises and the Lessee’s forfeiting of their entire security deposit.
- g. \_\_\_\_\_ (init.) Smoking is not permitted inside the Leased Premises. Smoking is limited to the space outside of the kitchen entrance where there are two (2) cigarette receptacles. Any damage to the Leased Premises due to smoking, or any litter of cigarettes on the outside grounds of the Leased Premises, removal/repair fees will be deducted from the Lessee’s security deposit.

- h. \_\_\_\_\_ (init.) No loitering is permitted in front of Leased Premises (Chestnut Rd.) as this is an egress and may prohibit a safe exit if there is an emergency. This is also a noise issue for neighbors.
- i. \_\_\_\_\_ (init.) No confetti, glitter or tinsel-like decorations are allowed.
- j. \_\_\_\_\_ (init.) No lit candles are to be used in the facility
- k. \_\_\_\_\_ (init.) Ceiling decorations are only to be fastened with the provided removable hooks, which are and shall remain the property of the LPCC. Remove all decorations and replace hooks back into LPCC box when done.
- l. \_\_\_\_\_ (init.) Do NOT use tape on walls.
- m. \_\_\_\_\_ (init.) No parking or driving on the grass adjacent to or behind the Leased Premises.
- n. \_\_\_\_\_ (init.) Bonfires or campfires on Leased Premises property are prohibited.
- o. \_\_\_\_\_ (init.) Remove all food and drinks from the refrigerators of the Leased Premises.
- p. \_\_\_\_\_ (init.) Place all garbage in trash bags and place the bags into the outside trashcans when full
- q. \_\_\_\_\_ (init.) Place recyclable glass, cans and paper into the proper recycling containers.  
NO FOOD OR TRASH BAGS ARE ALLOWED IN RECYCLING CONTAINERS
- r. \_\_\_\_\_ (init.) Make sure all windows and doors are closed and secured.
- s. \_\_\_\_\_ (init.) Put tables and chairs away in storage areas.
- t. \_\_\_\_\_ (init.) Sweep floors and use only a damp mop on any spills in the facility.
- u. \_\_\_\_\_ (init.) Turn off all lights and fans.
- v. \_\_\_\_\_ (init.) **TEXT Rental agent** when you are vacating the premises:  
**609.330.4246**

w. \_\_\_\_\_ (init.) **FAILURE TO COMPLY WITH AGREEMENT MAY RESULT IN LESSEE BEING REFUSED FUTURE RENTALS**

In witness whereof, the parties have executed this Agreement on this day of \_\_\_\_\_ 20 \_\_\_\_\_

LESSOR:

\_\_\_\_\_  
(Rental Agent, Lake Pine Colony Club)

LESSEE:

Name: \_\_\_\_\_

Phone(s): \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_

Is Lessee a Member of LPCC?      Y / N

If Lessee is non-member, are any fees for this rental being paid for by attendees?      Y / N

If Lessee is a member, are you receiving payment from guests to attend event?      Y / N

If yes, indicate amount of total reimbursed from non-members \$ \_\_\_\_\_

Is the event being paid for by employer or non-member?      Y / N

If yes, name and relation to Lessee and total amount paid for member by said non-member

\_\_\_\_\_

Type of Event: \_\_\_\_\_ Number of People Attending: \_\_\_\_\_

Will Food Be Served? Y / N

Will You Be Using the Kitchen? Y / N

Who Will Be Providing the Food: \_\_\_\_\_

**Failure to comply with the above conditions will result in loss of part or all of the security deposit.**

All checks\* are to be made out to: Lake Pine Colony Club (LPCC)

Return to:

Rental Agent c/o Karen Dougherty

2 Chestnut Rd

Medford, NJ 08055

[lakepinerentals@gmail.com](mailto:lakepinerentals@gmail.com)

\*A \$30.00 fee will be charged for all returned checks.

Notes/Additions/Exclusions

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