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A 55+ SENIOR COMMUNITY

**Application for Rental of the Club House
Resident**

Applicant's Name _____ Phone _____

Address _____

Day of the Week _____ Date _____ Time _____

Purpose of the Affair _____

Is this a Surprise Party? _____ Are alcoholic beverages to be served? _____

If alcoholic beverages are to be served, please read attached Form M, Board Policy regarding the Use of Alcoholic Beverages.

To Be Submitted With This Form:

- 1) A check for \$250 for rental, payable to Silver Ridge Park Association.
- 2) A check for \$150 for security deposit, payable to Silver Ridge Park Association. This will be returned after satisfactory inspection of the Hall after the event.
- 3) A Certificate of Insurance from your Agent listing SRPE as a non-contributory, additional insured and agree to defend/indemnify SRPE for all claims arising/relating to the rental of the Clubhouse. (To be mailed/FAXed to the office directly from your insurance carrier.)

NOTE: All food deliveries must be brought in through the kitchen door.

I have read Form L, Rules Governing Rental of the Club House and Form M, General Club House Rules and agree to abide by them.

Applicant's Signature _____ Date _____

Calendar Checked – Date _____

Dues Checked – Date _____

Copy to House Committee for Notification – Date _____

Board of Trustees: Approved _____ Denied _____ Date _____

Original application with Checks to Treasurer – Date _____

Paid \$250, Check # _____ Hold \$150 Check # _____

Copy to Trustee - Date _____ Certificate of Insurance received _____

Condition of clubhouse: Satisfactory ___ Unsatisfactory ___ By: _____

Check for Clubhouse clean up – Returned on _____

Copy to Recording Secretary for Filing – Date _____

SILVER RIDGE PARK ASSOCIATION - RULES FOR RENTING THE CLUBHOUSE

Members in good standing may use the clubhouse for celebrations and family events. All requests must be approved by the Board of Trustees.

THE CLUBHOUSE IS SMOKE FREE

The applicant must first register with the Calendar Committee to see if the date is available. Regularly scheduled events shall have precedence.

Once the date is confirmed, applicant must complete Form K, Application for Rental of Clubhouse. The form is to be returned to the Office with a Certificate of Insurance from the homeowners insurance agent and two (2) checks as listed on the application. The application will be submitted to the Board for their final approval. The security check will be returned after a satisfactory inspection of the premises. The check will be forfeited if the inspection is unsatisfactory.

Kitchen privileges are available even if the affair is catered. However, it is the applicant's responsibility to see that the stove, sinks, countertops or any other appliance used is left in a clean, sanitary condition to the satisfaction of the House Committee. NJ State law prohibits deep frying of any kind. General Club House Rules (Form M) attached must be observed.

Taping or tacking decorations to the walls or ceiling of the club house is prohibited. Any music shall be the responsibility of the applicant.

Board Policy Regarding the Use of Alcohol must be observed and is as follows:

- No alcoholic beverages shall be stored on any common grounds, clubhouse, garage or picnic areas.
- Permission will only be granted by the Board of Trustees for consumption inside the clubhouse or picnic areas.
- Permission shall be granted only to committees and clubs of SRPA for use at approved, scheduled functions or to an Association member holding a private function approved by the Board of Trustees.
- All permission granted by the Board of Trustees shall be in accordance with local and state laws and shall be subject to any required permits or licenses.
- A response to the application for clubhouse rental shall be given within five (5) days following the next regularly scheduled meeting of the Board of Trustees.
- The applicant agrees to be responsible for any claims resulting from damage or injury caused by the use of alcoholic beverages.

Pool tables, bocce or shuffleboard courts may not be used by other residents or their guests during the rental of the clubhouse.

The total time for the party is six (6) hours and the premises must be vacated by 9:00 p.m. At the conclusion of the affair, the clubhouse will be thoroughly checked by a Trustee / House Committee. The person performing the final inspection will make the determination regarding the return of the security deposit check. The Applicant is responsible for observing these rules and for the behavior of their guests at the time of the affair.

SILVER RIDGE PARK ASSOCIATION - GENERAL CLUBHOUSE RULES

The clubhouse shall be open to all members with a Key Card from 8:00 a.m. to 9:00 p.m. Closing shall be extended for club meetings or special events. Members may bring guests to the clubhouse except to such scheduled events as the Board of Trustees, in its discretion, may specify are for Members Only.

Each member and all Clubs recognized by the Board of Trustees shall have equal rights to use the clubhouse, subject to all rules and regulations.

All dates for meetings or social events must be registered with and cleared by the Calendar Committee prior to the meeting or event and subject to all rules and regulations.

The person(s) in charge of a social event or meeting shall leave the clubhouse in satisfactory order and clean. All dishes, equipment, stove and counters must be cleaned. All garbage and recyclables must be placed in containers provided. **THE CLUBHOUSE IS SMOKE FREE.**

No political or religious meeting or gathering of any kind shall be held in the clubhouse, with the exception of non-partisan meetings for the benefit of all Silver Ridge Park residents, as approved by the Board of Trustees.

The House Committee, or anyone designated by the Board of Trustees, shall have the right to request a disorderly person to leave the clubhouse and, if necessary, to have such person removed.

Under no circumstances shall any member place private property, furniture or discards in the clubhouse.

The borrowing of tables, chairs or other property or equipment belonging to the clubhouse is not permitted. Any person or persons taking property from the club house shall be subject to prosecution. Wheel chairs and walkers, if available, shall not be restricted by this rule and may be placed "on loan" by a Trustees or an Officer of the Board. No private enterprise, shall be conducted in the clubhouse. No exit or aisle shall be blocked at any time.

No commercial or political advertising shall be permitted on the clubhouse bulletin boards. All items posted on the bulletin board in the main hall must be approved by a Trustee except the Monthly Calendar of Events.

All members using the pool room, shuffleboard or bocce for a period of one hour or less shall relinquish the use to other members who may be waiting to play. This does not apply to league programs.

No minor children are allowed in the clubhouse unless accompanied by and under strict supervision of an adult member. No pets of any kind shall be permitted in the club house at any time. Any member must furnish identification showing residency in Silver Ridge Park to a member of the House Committee or a Trustee if requested.

Alcoholic beverage use shall comply with Board policy. **Keys to the clubhouse, kitchen cabinets, or closets may not be duplicated without Board permission.**

These General Rules also apply to Rules for Renting the Clubhouse.