

# HCL LODGE RENTAL AGREEMENT

High Crest Lake Lodge, Inc. | 112 High Crest Lake, West Milford, NJ 07480

**RENTAL FEE:** \$500 Main Floor (\$600 For Weddings), \$150 Upper Level

**SECURITY DEPOSIT: \$250** Due at Time of Booking Main Level, **\$150** Upper Level (returned after passing inspection)

Note: Failure to pass inspection may result in forfeiture of the security deposit. See below for details.

**OPTIONAL CLEANING SERVICE:** \$150 Main Level, \$150 Upper Level

(Basic clean up e.g. taking out the garbage and sorting recyclables must still be completed by the renter)

**ALL RENTALS REQUIRE** a current copy of the declaration page from your Homeowners Insurance.

*High Crest Lake Lodge Inc does not allow separate upstairs and downstairs rentals simultaneously.*

**HCL Member Name\*:** \_\_\_\_\_

\*\*\*Member must be present during the entire rental

HCL Member Address: \_\_\_\_\_

HCL Member Cell Phone #: \_\_\_\_\_ HCL Members Email: \_\_\_\_\_

Relationship of person request is being made for \_\_\_\_\_ (mother, brother, daughter, etc.)

**Type of Affair:** \_\_\_\_\_ (shower, anniversary, birthday, etc.)

**Date of Affair:** \_\_\_\_\_ **Time:** from \_\_\_\_\_ to \_\_\_\_\_ (must exit before 1 AM)

\*\*\*Estimated number of people to attend \_\_\_\_\_ (including wait staff and entertainment, not to exceed 100 seated and 5 for wait staff/entertainment)

\*\*\*Wedding rentals will be allowed to set up the day prior to the scheduled event

**Main Floor:** \_\_\_\_\_ **Upstairs:** \_\_\_\_\_ **Wedding:** \_\_\_\_\_ **Bar Use:** YES \_\_\_\_\_ NO \_\_\_\_\_

I, as a member of HCL Lodge Inc., hereby understand and agree to the rules and regulations governing the rental of the HCL Lodge Inc. property and forfeit security deposit upon cancellation of this engagement **less than 15 days prior** to the rental date. I understand and agree that I am responsible for all Lodge property and must be present throughout the set-up, clean-up and duration of the affair. Please remember that all High Crest Lake guests who attend your party **must be** High Crest Lake Members in good standing (dues paid in full). Off-lake guests are welcome.

**Member Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Return the following to:** Erin Kenny West – 201- 841-5791 (350 High Crest Drive)

- This Signed Contract
- Copy of the declaration page from your Homeowners Insurance
- Rental Fee: \$500 Main Level (\$600 for weddings), \$150 Upper Level
- Security Check for \$250 for Main Level, \$150 for Upper Level
- Member's initials on the attached checklist indicating acknowledgement of security deposit rules
- If applicable, a check for Optional Cleaning Service: \$150 Main Level, \$150 Upper-Level

Checks should be made payable to High Crest Lake. Thank you.

## CHECKLIST FOR MEMBER USAGE OF THE LODGE

Failure to comply with the following may result in the loss of your security deposit:

\_\_\_\_\_ **(initial)**

- Return all tables and chairs to their original location (at no time should tables or chairs be put on the dance floor)
- Discard all decorations including balloons (please do not release helium balloons outside)
- Remove all catering items
- Wipe down sink and counters in kitchen, bar and bathrooms
- Clean all borrowed utensils and service items and return to their places
- Clear tables of tablecloths, etc.
- Clean debris from floors and sweep and vacuum all areas including kitchen and bathrooms
- Remove all trash and place in designated dumpsters behind Lodge
- Sort recyclable materials and place in designated dumpsters behind Lodge
- Return keys for the Lodge

If you have arranged for cleaning service after your party, you are still responsible for the following:

\_\_\_\_\_ **(initial)**

- Return all tables and chairs to their original location (at no time should tables or chairs be put on the dance floor)
- Remove all catering items
- Remove all trash and place in designated dumpsters behind Lodge
- Sort recyclable materials and place in designated dumpsters behind Lodge
- Propane Tanks MUST NEVER be brought inside the lodge at any time.

For your convenience, Lodge Usage Information and a Checklist will be available in the kitchen area to help acquaint you with the Lodge's amenities and provide you with a list of your responsibilities during and after your rental.

**\*Please be advised that the High Crest Lake Lodge parking lot and bathrooms will remain open to lake members during regular beach hours. We are unable to close these off to any private party.**