

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: \$150 Due at Time of Booking Main Level, \$100 Upper Level (returned after passing inspection)

****Rental fee and security deposit are due 2 weeks prior to your event. Your date will NOT be held in the calendar until full payment is received and cleaning will not be scheduled until payment is received. Failure to pay 2 weeks prior to your event may result in the lodge not being able to be cleaned prior to your event. Any questions, please reach out to activitieshcl@gmail.com or board@highcrestlake.com**

Note: Failure to pass inspection may result in forfeiture of the security deposit. See page 2 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

Current copy of the declaration page from your Homeowners Insurance.

** If there are caterers serving food and alcohol is being served at your event, additional event date coverage will be needed with 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.

Member Signature: _____ Date: _____

Return the following to the lodge mailbox at 112 High Crest Drive:

- o This Signed Contract
- o Copy of the declaration page from your Homeowners Insurance
- o Rental Fee: \$500 Main Level (\$600 for weddings), \$150 Upper Level (Checks should be made payable to High Crest Lake)
- o Security Check for \$150 for Main Level, \$100 for Upper Level (this WILL be deposited with Rental Fee and refunded after inspection)
- o Member's initials on the attached checklist indicating acknowledgement of security deposit rules
- o If applicable, a check for Optional Cleaning Service: \$150 Main Level, \$150 Upper-Level

CHECKLIST FOR MEMBER USAGE OF THE LODGE

Failure to comply with the following may result in the full or partial loss of your security deposit. Security deposit will be returned to member less any monies deducted for failure to complete the checklist below.:

_____ (initial to agree)

- General cleaning
 - 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
 - Clean all borrowed utensils and service items and return to their places
 - Clear tables of tablecloths, etc.
- Wipe down sink and counters in kitchen and bar (-\$20 if not completed)
- Wipe down sink and counters of bathrooms (-\$10 if not completed)
- Clean debris from floors and sweep and vacuum all areas including kitchen and bathrooms (-\$50 if not completed)
- Mop all tiled areas if spills occurred or mud/salt tracked in from front doors (-\$50 if not completed)
- Garbage/recycling removal (-\$20 if not completed)
 - Remove all trash from the main garbage cans and all bathrooms
 - Place in designated dumpsters behind Lodge
 - Sort recyclable materials and place in designated dumpsters behind Lodge
- Return Lodge Keys (Cost of replacement key will be billed to member if lost)

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

_____ (initial to agree)

- 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.**

Updated: June 2025