



**57 Wickapecko Drive
Ocean, New Jersey 07712
(732) 455-2696**

APPLICATION FOR USE OF THE WCoFAP CLUBHOUSE

Effective October 24, 2025

Agreement made on _____ by and between **The Woman's Club of Asbury Park Inc.** and _____ (Renter),

Renter agrees to hire, and The Woman's Club of Asbury Park Inc. agrees to make available the use of their clubhouse located at 57 Wickapecko Drive, Ocean, NJ 07712 with the following Terms and Conditions.

Certificate of Insurance must be in the name of the renter.

Renter's Name: _____

Renter's Address: _____

Renter's Phone: _____ Email: _____

Date of Event: _____ Type of Event: _____

Event hours _____ Set-up starting: Date/time _____ Total hours: _____

Number of guests expected: adults _____ teenagers _____ children under 13 _____

Will there be music, dancing, and/or live entertainment? _____

What kitchen facilities will be used _____

- *Use of the stage area and piano is prohibited unless prior permission is given.*

Total donation for the use of the clubhouse is \$600 per day. Setup fee for prior day \$75.00. Rental furniture pick up the day after the event \$75.00 unless renter is present for rental furniture pick up. A \$50.00 alarm fee will be deducted from the security deposit if police are dispatched due to a triggered alarm.

TERMS AND CONDITIONS OF RENTAL:

***A copy of this signed agreement along with the security deposit of \$300, and certificate of insurance naming the Woman's Club of Asbury Park as additional insured for the date of the event is required to reserve the date(s). Check payable to Woman's Club of Asbury Park. Date received: _____ check # _____**

***The Woman's Club of Asbury Park Inc. shall not be liable in any manner for injury or damage to any person or property. The renter shall indemnify and save harmless the Woman's Club of Asbury Park Inc. for all liabilities, charges, costs, and expenses (including reasonable attorney's fees) to protect the Woman's Club of Asbury Park Inc. against any claim resulting from any injury or damage to any person or property of any kind whatsoever, from any cause or causes whatsoever, while in or upon the rental space. Client shall also indemnify The Woman's Club Inc. against any claim resulting from any injury or damage to any person or property of any kind whatsoever, if caused by renter or renter's employees, or congregation arising in the building, including the street, parking lot and common areas.**

Cancellation: \$300 security deposit is non-refundable if canceled 30 days or less to an event, as your agreement to rent the Woman's Club of Asbury Park's clubhouse may cause the loss of additional bookings or business. If circumstances beyond the control of The Woman's Club of Asbury Park Inc. forces us to cancel your reservation, we will refund all sums paid.

Renter's Initials: _____ Date: _____

Please read the following material to make sure all parties understand the requirements of providing for everyone's safety and keeping The Woman's Club of Asbury Park's clubhouse maintained and a safe location for future use.

Deposit/Rental Fees:

A signed contract, security deposit of \$300.00 and certificate of insurance naming the Woman's Club of Asbury Park Inc. must be received to reserve your date(s) and time(s). The security deposit is nonrefundable unless the Woman's Club of Asbury Park Inc is forced to cancel. Your security deposit will be refunded.

Site Decorations:

The Woman's Club of Asbury Park Inc. wants to make every event here a special and welcome experience. Due to the age of our building no nails, thumb tacks or tape is to be put on walls or woodwork and nothing is to be pinned, stapled, or tacked to the curtains on the stage.

***No glitter is to be used in any part of the decorations. NO CANDLES OR OPEN FLAME ARE TO BE USED ANYWHERE IN THE BUILDING.**

Insurance: Note it must be in the name of renter.

A certificate of insurance naming the Woman's Club of Asbury Park Inc. as additional insured for the date(s) of the event is required to reserve the date(s). The Renter agrees to provide insurance from a bona fide insurance company maintaining sufficient protection against injuries or damages sustained while at the clubhouse. Homeowner's or renter's policies may cover this insurance.

Smoke-Free Facility:

The Woman's Club of Asbury Park's clubhouse is a smoke-free facility. No smoking in any restroom. If smoking materials or other debris are discarded in planters, sidewalks or grounds, a cleanup charge will be deducted from your security.

Attorney Fees:

In the event The Woman's Club of Asbury Park Inc. retains the services of an attorney to represent its interests regarding the lease or to bring an action for the recovery of damages or other charges, the renter agrees to pay a reasonable attorney fee of not less than \$500.00 or 20% of the sum sued for, whichever is greater, plus the costs of any legal action.

Kitchen:

The stove and ovens are to be used for **reheating not cooking as kitchen is not ventilated**. If they are used for cooking a portion of your deposit will be deducted.

Renter's Initials:_____ **Date:**_____

Cleaning, Trash and Equipment Removal:

The Asbury Park Woman's Clubhouse will be in a clean condition prior to the event.

- Renter agrees to clean up after use, disposing of garbage from kitchen and bathrooms in plastic bags. Placing the bags in the designated cans in driveway. All garbage must be in plastic bags. A blue recyclable can is provided for your use in the clubhouse. **YOU MUST TAKE ALL RECYCLABLES WITH YOU (cans, bottles, and cardboard).** Recyclables left behind will result in loss of security deposit. **Note: There is a \$1500 fine if recyclables, cans, bottles, and cardboard, are found in garbage.**
- All furniture is to be returned to original positions. Rooms must be left in same condition as found. Floors must be clean and free from any food droppings and debris. Spillage must be wiped up with cold water and damp cloth. (Cleaning equipment is in hall closet across from bathrooms.) Any appliance used (stove, oven, refrigerator) is to be wiped clean. All food removed. All counter surfaces are to be wiped clean.
- Coffee pot, oven, refrigerator if used, must be emptied, and cleaned.
- All food and beverages must be removed from refrigerator, freezer, and ovens or it will be discarded.
- All equipment must be removed at end of rental unless it is approved otherwise.

Township Laws:

Renter agrees to comply with all applicable Ocean Township, Monmouth County, New Jersey, and Federal laws and shall conduct no illegal act on the premises. This is a drug free and non-smoking facility. NO EXCEPTIONS. Renter shall not sell alcohol on premises at any time. Renter may not serve alcoholic beverages to minors on the premises at any time. Renter agrees, for everyone's safety, to ensure alcoholic beverages are consumed in a responsible manner.

Lost and Found:

The Woman's Club of Asbury Park Inc. takes no responsibility for personal effects and possessions left on premises during or after any event. No equipment and/or supplies are to be left in the clubhouse unless prior permission is given. **Any items left will be discarded.*

Liability:

Renter agrees to indemnify, defend, and hold the Woman's Club of Asbury Park Inc., officers, members, and agents harmless of and from liabilities, costs, penalties, or expenses arising out of and/or resulting from the rental and use of the premises.

Conduct/Noise:

Renter and guests shall always use the premise in a considerate matter. Our clubhouse is in a residential neighborhood. Loud music and noise will not be tolerated. Renter agrees to control the noise level at the event so that it cannot be heard beyond the boundaries of the property or by immediate neighbors. **ALL MUSIC MUST END BY 11:00 pm.** The noise ordinance is enforced by the Township of Ocean Police Dept. **If the Woman's Club of Asbury Park Inc. receives a complaint the client will lose their deposit.**

Access to the clubhouse will not be given until security deposit, certificate of insurance and total rental fee is received. The renter will be issued a temporary alarm code and may only enter the premises on the date(s) covered by the certificate of insurance. This exchange will occur at an agreeable time and date.

The clubhouse will be inspected after the event. The Woman's Club of Asbury Park Inc. will be reimbursed for all damage to the property caused by client's use. After inspection and with no signs of damage the \$300 security deposit will be returned to renter within two weeks.

Renter's Initials: _____ Date: _____

I have read this rental agreement and agree to the terms:

Signed: _____ Date: _____

Print name: _____

Return these forms with \$300 security deposit, and certificate of insurance to:

The Woman's Club of Asbury Park, 57 Wickapecko Dr., Ocean, NJ 07712

ATTN: JoAnn Becher

Phone: (732) 455-2696

Email: WCofAPRental@gmail.com

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Approved:

Woman's Club of Asbury Park- Board of Trustees meeting _____

By _____ Date: _____



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POST-RENTAL MAINTENANCE CHECKLIST

Purpose : The purpose of this checklist is to ensure that when the WCofAP Clubhouse is used by any person, group or organization, correct procedures are taken by the user to leave all areas utilized in a clean and acceptable condition. Thank you for your cooperation.

Contact Person's Name _____

Home Phone: _____ Cell Phone: _____

E-Mail _____

Upon completion of all activities prior to vacating the building, have you left all areas in the same manner as you found them? Place a check mark in the appropriate column.

	YES	NO	Not Applicable
a. Have you carefully folded and returned all tables and chairs to proper areas?	_____	_____	_____
b. If kitchen was used, were counter tops and stove wiped cleaned?	_____	_____	_____
c. Floors swept or mopped, if needed? (Cleaning equipment is in hall closet across from bathrooms.)	_____	_____	_____
d. If electric stoves or ovens used were all controls turned off.	_____	_____	_____
e. Was all garbage/refuse in cans bagged, tied? Were they placed in garbage cans in driveway?	_____	_____	_____
f. Were cans, bottles and cardboard bagged separately from trash?	_____	_____	_____
RECYCLABLES must remove them from the premise or we reserve the right to hold security deposit.			
g. Were all bathrooms checked for cleanliness? Were toilets flushed, if needed?	_____	_____	_____
h. Were all lights turned off and all outside doors locked?	_____	_____	_____
i. Did you set the alarm?	_____	_____	_____

Please leave form with key in the mailbox at bottom of front steps.

Signature of Renter

Time Building Vacated