

woman's club OF asbury park

APPLICATION FOR USE OF CLUBHOUSE

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

Licensee Name: _____

Licensee Address: _____

Licensee Phone: _____ Email: _____

Date of Event: _____ Type of Event: _____

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

Guest Limitations: _____

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

Will there be music, dancing, and/or live entertainment? Yes or No

What kitchen facilities will be used _____

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, to the Licensee with the following Terms and Conditions:

☐ **Certificate of Insurance must be in the name of the Licensee with the WCAP as named loss payee.**

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

☐ **\$800.00 per day use of the clubhouse is, upon signing contract.**

-If prior day use is required, an additional payment of \$75.00.

-Any rental furniture must be removed from the premises at the end of the event.

Pick up of rental furniture on the day after the event incurs a charge of \$75.00.

Licensee must be present for rental furniture pick up.

-A \$100.00 alarm fee will be deducted from the security deposit if police are dispatched due to a triggered alarm.

-A \$100.00 fee will be deducted from the security deposit if police are dispatched due to noise complaints.

TERMS AND CONDITIONS OF RENTAL:

- 1. Payment/Deposit:** A copy of this signed agreement along with the **security deposit of \$400**, 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 balance of the payment is due 21 days prior to the rental date.

woman's club OF asbury park

2. **Capacity & Safety:** Maximum occupancy of the hall shall not exceed ____ persons. Licensee agrees to ensure all exits remain unblocked and that no open flames, sparklers, or pyrotechnics are used.
3. **Event Type/Purpose:** The premises shall be used solely for the event described in this Agreement: _____. Any other use is prohibited without written consent of the Woman's Club.
4. **Liability:** Licensee 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. The Licensee shall hold The Woman's Club of Asbury Park Inc. harmless for any injury or damage to any person or property during the rental period. The Licensee 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 directly or indirectly by Licensee or Licensee's employees, invitees, guests and/or congregants, on the premises, including but not limited to in the building, in the parking area, on the law or street adjacent to the property, and any other common areas.
- Neither party shall be liable for failure to perform its obligations due to causes beyond its reasonable control, including but not limited to acts of God, government regulation, pandemic, fire, flood, or power outage. No refund shall be given in these events.
5. **Cancellation:** A **\$400.00 nonrefundable cancelation fee** shall be due if the contract is canceled prior to 30 days from before the event. The total event fee 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. All payments and deposits will be refunded if the WCAP cancels the event due to circumstances beyond the control of The Woman's Club of Asbury Park Inc.
6. **Site Decorations:** The Woman's Club of Asbury Park Inc. wants to make every event here a special and welcome experience. The Licensee agrees to the following rules:
- No nails, thumb tacks or tape is to be put on walls, woodwork or ceiling
 - Nothing is to be pinned, stapled, or tacked to the curtains on the stage or fireplace room
 - No adhesive hooks or Command strips may be affixed to the walls or ceilings
 - **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.**
 - All equipment must be removed at end of rental unless it is approved otherwise.
7. **Conduct/Noise:** The premises is in a residential neighborhood. Licensee, and guests or hires of Licensee, agree to use the premise in a considerate matter. Loud music and noise that disrupts the neighbors is not permitted. Licensee agrees to control the noise level at the event so that it cannot be heard beyond the boundaries of the property.

woman's club OF asbury park

- **ALL MUSIC MUST END BY 11:00 pm.** The noise ordinance is enforced by the Township of Ocean Police Dept. Should the Woman's Club of Asbury Park Inc. receives a complaint from a neighborhood resident or the Township Police, **the Licensee will lose their entire deposit.**

2

- 8. Insurance:** 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 Licensee agrees to provide insurance from a bona fide insurance company maintaining sufficient protection against injuries or damages sustained while at the clubhouse.
- 9. Smoke-Free Facility:** The Woman's Club of Asbury Park's clubhouse is a smoke-free facility. No smoking of any kind, which includes but is not limited to cigarettes, drugs of any kind, vaping devices/e-cigarettes, pipes or the like, is permitted on the premises. The premises includes, but is not limited to, the indoors, any restroom and the outside grounds of the property. If smoking materials or other debris are discarded in planters, sidewalks or grounds, a **cleanup charge of \$100** will be deducted from your security.
- 10. Cleaning, Trash and Equipment Removal:** The Asbury Park Woman's Clubhouse will be in a clean condition prior to the event. Licensee agrees to clean up after use, disposing of garbage from kitchen and bathrooms in plastic bags and placing the bags in the designated cans in driveway. All garbage must be in plastic bags.
- Recyclables:** A blue recyclable can is provided for your use in the clubhouse. **YOU MUST TAKE ALL RECYCLABLES WITH YOU (cans, bottles, and cardboard).** There is a \$1,500.00 fine if recyclables, cans, bottles, and cardboard, are found in garbage which will be deducted from your security deposit. Recyclables left behind will result in a **deduction from the security deposit** of up to \$1,500.00.
- 11. Kitchen:** The stove and ovens are to be used for **reheating only**, not cooking from scratch, as kitchen is not ventilated. If they are used for cooking a portion of your deposit will be deducted. If used, all appliances, including but not limited to 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. Food left behind will result in a **disposal charge of \$100** and will be deducted from your security.

All outside caterers must provide a certificate of insurance.

- 12. Furniture:** 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.
- 13. Alcohol Policy:** Alcoholic beverages may be served only if the Licensee complies with all applicable laws and assumes full responsibility for guests' conduct. Licensee agrees to provide a liquor liability endorsement on the insurance policy.

woman's club OF asbury park

14. Township Laws: Licensee 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.** Licensee shall not sell alcohol on premises at any time. Licensee may not serve alcoholic beverages to minors on the premises at any time. Licensee agrees, for everyone's safety, to ensure alcoholic beverages are consumed in a responsible manner.

15. Access to Premises: Access to the clubhouse will not be given until security deposit, all fees, and the proper certificate of insurance is received. The Licensee will be issued a temporary alarm code and access code. The Licensee may only enter the premises on the date(s) covered by this agreement and the certificate of insurance. The tendering of such codes will be issued at a time to be determined by a representative of the WCofAP, but not less than 24 hours prior to the event.

Licensee agrees not to share the access code(s) with any third party. The access code(s) will be disabled at 11:59pm of the rental date or as agreed upon between the parties.

16. Inspections. 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 \$400 security deposit will be returned to Licensee within two weeks.**

17. Public Health Compliance: Licensee agrees to comply with all applicable public health and safety guidelines in effect at the time of the event.

18. Attorney Fees: In the event The Woman's Club of Asbury Park Inc. retains the services of an attorney to represent its interests arising out of any action relating to this agreement for the recovery of damages or other charges, the Licensee shall be responsible for such attorney's fees, plus the costs of any legal action.

19. Governing Law: This Agreement shall be governed by the laws of the State of New Jersey, and any disputes shall be resolved in the Superior Court of Monmouth County.

20. Personal Property: 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.*

21. Entire Agreement: This Agreement constitutes the entire understanding between the parties. Any changes must be in writing and signed by both parties.

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

Signed: _____ Date: _____

Print name: _____

woman's club OF asbury park

Return these forms with \$400 security deposit, and certificate of insurance to:

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

Phone: (732) 455-2696

Email: WCoFAPRental@gmail.com

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

By _____ Date: _____

57 Wickapecko Drive

Ocean, New Jersey 07712

(732) 455-2696

woman's club OF asbury park

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

Have you carefully folded and returned _____

all tables and chairs to proper areas?

- If kitchen was used, were counter tops and _____

stove wiped cleaned?

- Floors swept or mopped, if needed? (Cleaning _____

equipment is in hall closet across from bathrooms.)

- If electric stoves or ovens used were all _____

controls turned off.

- Was all garbage/refuse in cans bagged, tied? _____

Were they placed in garbage cans in driveway?

- 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.

- Were all bathrooms checked for cleanliness? _____

Were toilets flushed, if needed?

- Were all lights turned off and all outside _____

doors locked?

- Did you set the alarm? _____

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

Signature of _____