

Harbour Mansion Condominium Association

Six Seventy Five Ocean Avenue
West End, New Jersey 07740
Tel: (732) 229-7900
Fax: (732) 229-6740

CLUBROOM RENTAL PROCEDURE

1. The applicant needs to complete a Clubroom Rental Agreement and return it along with a check in the amount of \$100.00 paid to Harbour Mansion to the management office.
2. Party/Clubroom usage for private parties is prohibited on legal holiday weekends.
3. On the day of the event, the maintenance staff will set up the room as necessary.
4. The applicant is reminded that guests cannot park on site during the summer season.
5. Bookings are on a first come first serve basis

Revised 8/21/09

Midlantic Property Management
315 Raritan Avenue, Highland Park, NJ 08904
Phone: 732-828-7200 Fax: 732-828-7238

HARBOUR MANSION CONDOMINIUM ASSOCIATION

CLUBROOM RENTAL AGREEMENT

Rental Rules

1. Party/Clubroom rental for private parties is prohibited on legal holiday weekends.
2. Rental of this facility is not available to any organization or non-resident. It is being offered for your use as a unit owner or resident as an extension of your own unit.
3. Guests are limited to 50 for the clubroom including the terrace.
4. I will notify the security person on duty of the time my guests are arriving and will provide a list of attendees. I will come down and sign in anyone not on the list.
5. Party guests are restricted to the clubroom only. Anyone found in other locations within the building will be considered as trespassers.
6. I will inform my guests that on weekends and holidays in the summer season, they must park off the premises. During this time of the year only residents may park in our lot. Parking for guests is limited to 12 cars, if available at other times.
7. I agree not to use nails or tacks when putting up decorations. Only scotch tape may be used.
8. I accept full responsibility for any and all property damage that may occur, whether caused by myself or one of my guests, directly or indirectly.
9. I accept full responsibility to have the area cleaned after my utilization of the facility and all bags of garbage properly disposed of. Any extra cleaning after the party that has to be performed by maintenance will be charged to the renter at the rate of \$20.00 per hour per person needed to perform the cleaning.
10. I absolve HMCA from any liability, direct or indirect, that may be incurred while I am renting the above facility, as a result of any act by myself or any guest.
11. I agree to pay the \$100.00 rental fee before the day the room is rented.

Rental Date _____

Unit Owner/Resident (Please Print) _____ Unit _____

Unit Owner/Resident Signature _____

Rental Fee _____ Check No. _____ Received By _____

Revised 4/3/09

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