



102 South Plymouth Court, Southampton NJ 08088

Phone 609-859-8001

caa@leisuretowne.org

www.leisuretowne.org

**MEMBER RENTAL CONTRACT  
APPLICATION FOR PRIVATE USE OF SETTLERS  
HALL**

Date of Event\_\_\_\_\_

Application Date\_\_\_\_\_

Start Time of Event/Access to Room\_\_\_\_\_

End Time of Event/Departure from Room\_\_\_\_\_

Number of Guests\_\_\_\_\_

Maximum Occupancy 80

**PERMITTED MEMBER EVENT-** Please circle one

-Member Anniversary

-Member Birthday

-Member Funeral Luncheon

-Member Shower/Wedding Reception

-Other-Please explain

(Prohibited events include political, religious and sales or financial based functions)

**FEE SCHEDULE**

5-Hour Rental	\$500
Security & Custodial Fee	\$175(Cash)
Refundable Deposit	\$300
<b>TOTAL</b>	<b>\$975</b>
<b>Saturday/Sunday Rentals Only</b>	
Noon to 9:00PM-any 5-hour period Maximum Rental	
<u><b>Insurance</b></u> Member must purchase Special Event Coverage-see attached. All vendors must provide proof of insurance that includes Workers Comp, Liability & Liquor Liability.	
<b>Cancellation Fee- \$100</b>	

Member Name\_\_\_\_\_

Address\_\_\_\_\_

Home Phone\_\_\_\_\_

Cell Phone\_\_\_\_\_

Email\_\_\_\_\_

**RESERVATION NOT CONFIRMED UNTIL APPROVED BY THE BOARD**



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This is an agreement between the above-mentioned Resident/Homeowner and LeisureTowne Association. In consideration of the use of LeisureTowne facilities herein, the Homeowner/Resident agrees as follows:

### RENTAL REQUIREMENTS

1. Only a member in good standing can reserve the hall.
2. The Board must approve the event before the contract is signed.
3. The member must be present for the event.
4. Hall is for private parties only; no admission fees can be charged.
5. This contract must be completed for all requests for rentals.
6. Must be submitted 30 days in advance of requested date. The exception is for funeral repasses, a one day minimum is requested; however, no hall rental is guaranteed.
7. Provide a copy of the resident's homeowner's insurance policy declaration page.
8. Special Event Insurance with minimum coverage of \$1 million per occurrence and \$2 million aggregate is mandatory - please see the attached. The serving of alcohol (Wine or Beer) requires a one-day rider, which must be included with the Special Events Insurance stated above.
9. A caterer or other outside vendors, such as a DJ or photographer, for the event must provide a Certificate of Liability Insurance for minimum \$500,000 per occurrence, Worker's Comp for \$100/\$500/\$100K, as well as liquor liability coverage (where applicable).
10. A floor plan set-up for the hall is required. (Floor plan attached).
11. Payment in full. Payment made by \_\_\_\_\_  
Check Number \_\_\_\_\_ Date: \_\_\_\_\_
12. All rules and regulations of the hall's usage must be obeyed. Security and security cameras will monitor event.
13. No other areas of the hall, pool or grounds are to be used. The rental is only for the Main Room and room usage is monitored by security cameras.
14. Hall entry doors are not to be propped open.
15. The Security Guard is not to eat, drink, or participate in event but must monitor to be assured rules are followed.
16. All monies will be returned if cancelled, less an administrative fee of \$100.00
17. The facility is not available for rental on legal holidays or a scheduled LeisureTowne Association meeting or activity.

### TIME OF ARRIVAL

The Member requesting event must decide on a five-hour timeframe for the event agreed upon by you, the Association Office, and the Board of Trustees at the time of contract signing. All insurance and event specifications must be approved by the Board of Trustees prior to the event contract being finalized. Final clean-up, removal of personal items and food must be completed within a half hour at the end of the event. Failure to clean the hall may result in the loss of some or all the deposit.

### PURPOSE AND RESTRICTIONS

The event participants may not use the hall for any purpose other than the event as described above. The event participants will not use the hall for any unlawful purpose or for any purpose inconsistent with the purposes of the Association and the event. The event participants will not use the halls in any way which would constitute a nuisance and, shall not damage the halls in any way. The hall must be vacated within ½ hours of the end of the function. SMOKING AND THE USE OF CANDLES, EXCEPT, FOR BIRTHDAY CAKE, ARE PROHIBITED INSIDE THE BUILDING.

I agree.  
Member Initials



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## ITEMS FOR YOUR USE ARE THE FOLLOWING

- (2)40-cup Coffee maker
- Electric Tea Kettle
- Rolls of paper towels
- Large trash bags

For any special serving piece or utensil, plan to bring all of the items needed for your event.

## RULES

1. Entry to all halls is by access card only. Guests are permitted in the hall if accompanied by the homeowner who rented the hall. A resident is not considered a guest and is required to have their own access card. Tampering with the security systems in anyway is not permitted and could result in criminal charges against the offender. Along with this, the offender will be fined \$250 plus the cost of repairs if any and lose access to the halls for one (1) year and not be permitted to rent a hall or park in the future. (Includes all members of the household)
2. Any damage to the hall, during your event, is the Homeowner/Resident's responsibility.
3. All items pertaining to your affair must be removed at the end of your scheduled time. (Nothing is to remain in the building).
4. Trash must be removed from the trash cans and placed into the dumpster. Do not leave trash in the building overnight. Trash enclosure is in the rear of the building.
5. Recyclables are to be placed in the blue receptacle and left in the kitchen.
6. Kitchen floor must be swept.
7. No equipment may leave the premises. This includes coffee pots, chairs, and tables.
8. All equipment must be left clean. Examples are the stove, sink and refrigerator must be cleaned.
9. Please do not fasten anything to walls or woodwork. Nothing is to be taped, tacked, or nailed for decoration.
10. No locking devices or labels of any kind are to be placed on any cabinet, door, or drawer in the kitchen or any other room in the hall.
11. Remind your guests that your rental is for the main room, kitchen and restrooms. Use of the library, atrium, activity room and/or swimming pool is not permitted.
12. Children must be always attended to.
13. No cooking or frying is permitted. The stove and oven can only be used to re-heat foods.
14. Refrigerator and freezer must be cleaned out of all goods at the conclusion of rental.
15. All food and beverage must be removed from the building at the completion of your event.
16. No items may be brought into and stored in the hall prior to the start time on the rental application.
17. LeisureTowne is not responsible for any personal items.
18. No pets are permitted except for service animals with proper ID.

## CANCELLATION

If the member cancels the event a \$100.00 administrative fee will be charged. All other payments made to the Association will be returned to the member.

I agree.  
Member Initials



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### **ACKNOWLEDGMENT OF THE TERMS OF LICENSE**

The Homeowner/Resident and LeisureTowne Association Inc. agree to the terms of this contract by signing below. Please review the rules carefully and keep a copy of the agreement for your records.

I have read and will abide by all rules concerning the use of the building.

Resident/Homeowner: \_\_\_\_\_

Date \_\_\_\_\_

President of Board of Trustees: \_\_\_\_\_

Date \_\_\_\_\_

**Please sign and return with Deposit, Special Events Insurance Policy, Hold Harmless Agreement, Agreement of Responsibility and the Set-Up Plan for Settlers Hall.  
A copy of this contract will be given to you for your records.**



## Agreement of Responsibility

I, \_\_\_\_\_, member in good standing, having received and read the policy relating to the rental of Settlers Hall for private parties, agree to be responsible for the care and appearance of the facilities in accordance with such policy during a function to be held on (date) \_\_\_\_\_ from (start time) \_\_\_\_\_ to (finish time) \_\_\_\_\_ and that all personal items must be removed no later than 30 minutes from the end of the event or by 9:30 PM.

If my guests or myself stay beyond the scheduled finish, \$50 will be deducted from my security deposit.

I understand that the swimming pool, storage closets, activity room, library and the atrium are not to be used by my guests or me during the event. Entrance to these areas is strictly prohibited.

I understand and agree that this contract is conditioned on my signing the separate indemnification agreement which shall be considered part of this contract. I further agree that this rental is for my private use; that violation of this requirement or of the utilization instructions or any other portion of the policy for the use of Settlers Hall facilities for private parties constitutes cause for forfeiture of part or all of the security deposit, plus additional assessments of damages, if warranted, in accordance with the policy.

I hereby acknowledge that I am aware that **no cooking or frying, smoking and the use of candles, except for a birthday cakes**, is permitted in this facility, and accept full responsibility for any fines, etc. or cost of damages incurred because of my failure to adhere to this regulation.

By signing this agreement, I agree that I have read the rules and regulations regarding the rental/use of the Community Center that I will be in attendance for the duration of the activity, and that failure to abide by these rules with result in the deduction of monies from my damage deposit.

\_\_\_\_\_  
Member Signature

\_\_\_\_\_  
Date



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## HOLD HARMLESS AND INDEMNIFICATION AGREEMENT SETTLERS HALL

(Member – *please print*) \_\_\_\_\_ shall indemnify, defend and hold harmless LeisureTowne Association Inc., their agents, servants and employees from and against any and all liability, including property damage, personal injury and liquor liability claims, arising in any way whatsoever from our private use of Settlers Hall situated at 106 Plymouth Court, Southampton, NJ 08088 on (Date) \_\_\_\_\_. Such indemnification shall be to the fullest extent allowed under law and shall include all counsel fees and costs incurred by the Association. The undersigned member certifies under penalty of law that they have obtained the insurance required under the accompanying contract and understand that they are personally liable for any claims or damages not covered by insurance. Any such liability shall constitute a special assessment against the member's unit and shall be collectable as such under the governing documents.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
LeisureTowne Representative

\_\_\_\_\_  
Member Name (please print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date



## SPECIAL EVENTS RENTAL INSURANCE

A NEW Special events insurance policy with minimum coverage of \$1 million per occurrence and \$2 million aggregate is MANDATORY for the rental of Settlers Hall. This program provides a certificate of insurance to LeisureTowne Association naming the Association as an additional insured, a practice that most Homeowner Insurance companies do not cover.

- Who is covered?  
LeisureTowne Association and the member(s) renting Settlers Hall.
- What is covered?  
Bodily Injury, Property Damage, and Personal Injury Offenses  
Host Liquor Liability, Hired and Non-Owned Autos and Medical Payments.

Use this link for the application process:

<http://communityassociationsinsurance.com>

- Complete the on-line application (indicate that LeisureTowne does NOT have a management company)
- Use a credit card to pay for the policy
- Advise Association Office of purchase
- Return this form, with a copy of your policy, and your signed contract to the Association Office

I agree.  
Member Initials

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### FOR ASSOCIATION OFFICE USE ONLY

Application Date \_\_\_\_\_

Member Name \_\_\_\_\_

Insurance Coverage Confirmation  
Copy of the Policy Attached

Please Check

Please Check

<input type="checkbox"/>
<input type="checkbox"/>