

*Hills Village North Master Association
25 Artillery Park Road
Bedminster, New Jersey 07921
Phone: 908-781-2333, Fax: 908-781-2323*

CLUBHOUSE RENTAL APPLICATION

Applicant's Name: _____

Applicant's Address: _____

Phone: Home: _____ Work: _____ Cell: _____

Date Desired: _____

Time Desired: Beginning at: _____ Ending at: _____

Purpose of Rental: _____

Approximate Number of Persons Attending: _____ (100 maximum)

THE RENTED FACILITIES WILL CONSIST OF THE CLUBHOUSE ONLY. THE OUTDOOR POOL OR THE AREA SURROUNDING THE POOL IS NOT INCLUDED IN THE RENTAL AND IS STRICTLY OFF LIMITS. IMPORTANT SUMMER RENTAL REMINDER: PLEASE REMEMBER THAT THE BATHROOMS IN THE CLUBHOUSE ARE AVAILABLE TO HOMEOWNERS USING THE POOL DURING POOL HOURS.

Date: _____ Signature of Applicant: _____

This entire application and The Clubhouse Rental Agreement must be returned to Signature Property Group Inc. as soon as possible (Signature Property Group, Inc. 25 Artillery Park Road, Bedminster, NJ 07921). Please do not send back The "Clubhouse Checklist", this is for you to give to the clubhouse representative assigned for your rental.

Confirmation of Rental

Date Assigned for Rental: _____

Clubhouse Rep. Assigned: _____ Phone: _____

Hills Village North Master Association
Signature Property Group Inc.

Hills Village North Master Association

"CLUBHOUSE RENTAL AGREEMENT"

This Agreement for use of the Clubhouse dated this _____ day of _____ 20____, between The Hills Village North Master Association (herein referred to as the "Association" and _____ (herein referred to as the "Member" residing at _____.

The Member has requested from the Association to utilize all/or a portion of the Clubhouse for a social gathering to be conducted by the Member on _____, 20____, between the hours of _____ and _____.

The Clubhouse shall be available to the Member on the following conditions:

1. The Clubhouse shall be available for private functions. Extenuating circumstances will be at the discretion of the Clubhouse Committee and the Board of Trustees. The Clubhouse is rental of the room only.
2. **The Clubhouse must be vacated no later than midnight.**
3. The Clubhouse shall be left in a clean condition. Such cleaning shall be the responsibility of the Member requesting use of the Clubhouse and shall include, but not limited to, vacuuming, general clean-up, wiping off counter tops, sweeping the floor, washing the wood floor with minimal water or with a Swiffer, cleaning the bathrooms. **The furniture in the area by the fireplace is not to be moved.** Folding chairs are available in the closet for your use and must be returned to their stored location. You must supply your own tables. The tables in the clubhouse closet are not to be used. All debris and garbage must be collected and removed from the Clubhouse grounds and premises. **Clubhouse must be cleaned immediately following the function. You may not wait until the following day. All trash is to be removed from the premises immediately.**
4. Prior to the commencement of the private function, the Member will contact the assigned Association Representative and both shall meet at the Clubhouse to inspect the Clubhouse and make note of any damage found. At this time, the Member will be provided with the Clubhouse key. Any damage not noted on this walk-through shall be deemed to have been caused by the use of the Clubhouse for the function and shall be the responsibility of the Member as set forth herein. Both the Member and the Association Representative must sign the inspection report.

5. The Member is responsible for **returning** the Clubhouse key to the Association Representative within 24 hours following the function. If the key is not returned within 24 hours, the entire security deposit will be forfeited.
6. Upon receipt of the key, the Association representative shall re-inspect the Clubhouse and note any damage to the facility.
7. The Member shall be personally responsible for any damage to the facility not previously noted on the walk-through inspection conducted prior to the private function. Any damage caused to the facility will result in forfeiture of the entire deposit.
8. **In addition to this application, the Member must submit the following:**
 - (a) A check (payable to “Hills Village North”) including the rental fee of two hundred fifty dollars (\$250.00) and the two hundred fifty (\$250.00) security deposit. Total five hundred (\$500). Please note that this check will be deposited immediately upon receipt of the completed application. The security deposit shall be returned to the Member approximately one (1) month from the date of the rental providing that the Clubhouse key is returned within 24 hours following the function, and that there is no damage caused to the Clubhouse facility as aforesaid. In the event of damage to the Clubhouse facility, the cost of repair or replacement shall be taken from said deposit and the unused portion thereof, if any, shall be returned to the Member. In the event that the cost of repair or replacement shall exceed the sum of two hundred fifty dollars (\$250.00), or if any part of the repair or replacement is unpaid by the Member, the unpaid cost of such repair or replacement shall constitute a lien on the Member’s property and may be collected as set forth in the Association’s By-Laws. Clubhouse must be cleaned immediately following the function. You may not wait until the following day. All trash is to be removed from the premises immediately. If it is not cleaned the night of the function, you will lose the entire security deposit, **no exceptions.**
 - (b) A non-refundable rental charge of two hundred fifty dollars (\$250.00) which covers the cost of electricity, wear and tear, and heat-air conditioning due to the Members use of the Clubhouse.
 - (c) A certificate of insurance from your homeowner’s insurance carrier providing not less than \$300,000 of property and liability coverage and naming the Hills Village North Master Association as an additional insured for the date of your function.
9. All persons attending the private function shall park only in the Clubhouse parking area. If the function is held during hours when the pool is open, parking is permitted along Artillery Park Road. In no case should any guests park in front of a homeowner’s driveway or fire hydrant.
10. The Member shall be responsible for securing the Clubhouse upon the termination of the function. This requires that the Member physically inspect all windows and doors to insure they are locked. The Member must further lock all doors to the Clubhouse and turn off all lights.

11. The Member shall be responsible for ensuring that the grounds surrounding the Clubhouse are free from litter or refuse created as a result of the use of the Clubhouse.
12. The Member agrees that **not more than 100 persons** will be permitted to attend the gathering.
13. **Use of the pool is strictly prohibited. This includes all surrounding decking.**
14. Use of the fireplace is permitted, however, only wax-type logs may be used (i.e. Duraflame logs). The Member will clean the fireplace following use.
15. The Member is prohibited from attaching anything to the interior walls of the Clubhouse; decorations are not permitted. There must not be anything taped, stapled, nailed or tacked to the walls of the Clubhouse.
16. The Member may invite non-residents of the Hills Village North as guests. The Member will be responsible for ensuring that the guests conduct themselves in a proper fashion and in a manner that will not disturb the use of other Association facilities and common elements by other residents and guests of the Hills Village North. A guest is considered anyone whom the Member allows to enter the Clubhouse during his/her use of the Clubhouse.
17. The Member will not use the Clubhouse for any purpose or activity prohibited by Law.
18. The Member will comply with any and all governmental statutes, regulations and ordinances including requirements relating to the service of alcoholic beverages and fire safety. All loud music and other disturbances shall cease at 10:00 p.m. in accordance with the Bedminster Township noise ordinance.
19. Renters of units have the privilege of renting the Clubhouse only if the owner of their units signs this Agreement and takes full responsibility for compliance with its terms.
20. The Parties have indicated their acceptance of the terms contained above by signing this Agreement and certifying they are unit owners.
21. Hills Village North Master Association functions shall have preference over private homeowners' functions.
22. If the Clubhouse is to be used for a children's party (18 years old or younger), there shall be one (1) adult per ten (10) children in attendance.
23. **The Clubhouse is Smoke Free. This includes cigarettes, cigars, pipes, etc.**
24. The Member agrees to indemnify, defend, and hold harmless the Association from any liability from the Members use of the Clubhouse including but not limited to, damage to person or property. This specifically includes any liability resulting from the service of alcoholic beverages.

25. All parties are subject to the approval of the Clubhouse Committee and the Board of Trustees. The Association reserves the right to terminate any rental which, in the sole judgment of the Association, is inappropriate or results in unlawful conduct or activities which violate the rules and regulations of the Association.
26. The Clubhouse has had new flooring installed as of February 1, 2006. Members will be charged for any scratches above and beyond their \$250.00 deposit. **ALL TABLES MUST HAVE PADDING ON THE FEET SO FLOOR IS NOT SCRATCHED.**
27. No food or beverages are allowed on the stage area.
28. **Absolutely no cooking or barbeques are permitted on site or surrounding areas.** Gas or electric ovens for reheating food are prohibited. Allowable items include hot plates, sternos, coffee pots and a small microwave oven. Kegs are prohibited. Only bottles or cans are permitted.
29. No pets are allowed in the Clubhouse.
30. The Member shall receive a copy of these rules and must acknowledge his or her Agreement to abide by the terms therein, as well as personally indemnify and hold harmless the Association for all damage to the Clubhouse as set forth above signing the indemnification clause at the end of the Agreement.

Hills Village North Master Association

"CLUBHOUSE RENTAL AGREEMENT"

Indemnification Clause

I, _____, agree to personally indemnify and hold harmless the Hills Village North Master Association from all damage, injury and liability caused or resulting from my use and my guest's use of the Clubhouse facility. I have read, understand, and agree to abide by all of the Rules and Regulations established by the governing body, a copy of which is acknowledged, and I will ensure that my guests abide by those Rules and Regulations. I understand that any damage noted on a pre-usage walk-through shall be deemed to have been caused solely by myself or my guests use of the facility and that I shall be responsible for the cost of repair or replacement of such damages and return of the facility to the same condition as it was prior to my use of the Clubhouse for my private function. I further understand that the two hundred fifty (\$250.00) deposit previously given shall be used to cover the cost of damage if there is any damage to the Clubhouse caused during my function and any additional cost or failure to pay the full amount of the damage shall constitute a lien on my property to the extent that the cost of the damage remains unpaid.

Dated: _____

Signature: _____

Hills Village North Master Association

CLUBHOUSE CHECKLIST

Owner's Name: _____

Owner's Address: _____

Resident's Name: _____

Resident's Address: _____

Telephone Numbers: _____

Date of Party: _____

Day Before Inspection:
Date/ Time: _____

Day After Inspection:
Date/ Time: _____

	<u>YES</u>	<u>NO</u>		<u>YES</u>	<u>NO</u>
Main Rooms	Doors Locked	_____	Doors Locked	_____	_____
	Trash Removed	_____	Trash Removed	_____	_____
	Chairs Cleaned/ Stacked	_____	Chairs Cleaned/ Stacked	_____	_____
	Chair Count	_____	Chair Count	_____	_____
	Floor Vacuumed/ and Mopped	_____	Floor Vacuumed/ and Mopped	_____	_____
	Glass Intact	_____	Glass Intact	_____	_____
	Condition of Walls	_____	Condition of Walls	_____	_____
	Lightbulbs Missing	_____	Lightbulbs Missing	_____	_____
	Fireplace Clean	_____	Fireplace Clean	_____	_____
	Formal Area Furniture Damaged	_____	Formal Area Furniture Damage	_____	_____
Restrooms	Water Off	_____	Water Off	_____	_____
	Lights Off	_____	Lights Off	_____	_____
	Commodes Clear	_____	Commodes Clear	_____	_____
	Floor Clean	_____	Floor Clean	_____	_____
	Condition of Walls	_____	Condition of Walls	_____	_____
	Lightbulbs Missing	_____	Lightbulbs Missing	_____	_____
Trash Removed	_____	Trash Removed	_____	_____	

Hills Village North Master Association

CLUBHOUSE CHECKLIST

Hallways _____

Kitchen _____

Comments _____

NOTICE: Please do not use any abrasive cleaner (i.e. Ajax, Comet, Soft Scrub, etc.) when washing the floors. Permanent damage may occur as a result.

Keys Delivered: _____ **Keys Returned:** _____

Fees:

Rental Fee \$ 250.00 (Non-Refundable)
Security Deposit \$ 250.00 (Refundable)

Note: Security Deposit will be forfeited in its entirety if any violation of Rules or damages to facility is noted.

Move In Acceptance

I hereby acknowledge that the above is an accurate statement of the condition of the property at the time of my taking possession. I further understand that I shall be required to deliver the property in the same condition at the termination of my rental, I will forfeit the \$ 250.00 Security Deposit.

RESIDENT: _____ **DATE:** _____
ASSOCIATION: _____ **DATE:** _____

Move-out inspection results hereby accepted:

RESIDENT: _____ **DATE:** _____
ASSOCIATION: _____ **DATE:** _____

Hills Village North Master Association

"CLUBHOUSE RENTAL AGREEMENT"

Please contact the management company (908)781-2333 approximately two weeks prior to your scheduled rental date. The Association Representative will provide you with the keys and perform inspections.

If you have any additional questions, please contact Signature Property Group Inc. during regular business hours (Monday-Friday, 8:00 a.m. to 4:00 p.m.) at (908) 781-2333. In the event of an emergency after hours or on the weekend, please call the Signature Property Group – Emergency Service Line at: 201-947-1001.