

HARBOUR MANSION CONDOMINIUM ASSOCIATION

675 Ocean Avenue
West End, NJ 07740
732 229-7900

FIRST FLOOR CLUBROOM RENTAL PROCEDURES

1. The applicant needs to complete a Clubroom Rental Agreement and return it along with a check in the amount of the rental fee paid to Harbour Mansion Condominium Association to the management office as well as a check for a deposit.
2. The Clubroom is not available for rent on Memorial Day Weekend, Labor Day Weekend and Fourth of July. Annual booking for permitted dates, including permitted Holidays, are subject to Board approval. Bookings on Holidays are subject to limited hours and shortened rental times to accommodate all residents.
3. Renters are responsible to leave The Clubroom in broom swept condition and all trash and recycling must be emptied. Rugs must be vacuumed. Any damages or fees for cleaning will be taken from the deposit and in the case they exceed the deposit will be charged back to the unit owner.
4. No tape or objects are to be used for decoration purposes on the walls.
5. Bookings are on a first come, first serve basis based upon availability. No booking will be accepted more than six months in advance.
6. The pool table must not be moved and nothing is to be placed on it, no coverings, boards, food drinks etc.

Managed By Midlantic Property Management
315 Raritan Avenue
Highland Park NJ 08904
732 828-7200 fax 732 828-7238

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7. The applicant is reminded that all parking regulation apply, especially in the summer months. Guests will not be allowed to park on site during the summer season.

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FIRST FLOOR CLUBROOM RENTAL AGREEMENT

Rental Rules

1. The Clubroom is not available for rent on Memorial Day Weekend, Labor Day Weekend and Fourth of July. Annual booking for permitted dates, including permitted Holidays, are subject to Board approval. Bookings on Holidays are subject to limited hours and shortened rental times to accommodate all residents.
2. Rental of the Clubroom 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. Rental of the Clubroom is limited to four hours. Anything over four hours is charged at \$50.00 per hour. Rentals are permitted between 9:00am and 11:00pm only.
4. Guest are limited to 25 for the clubroom.
5. 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.
6. Party guests are restricted to the clubroom only. Rental of the Clubroom does not include usage of the other amenities, including the pool area or the beach.
7. 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 resident may park in our lot. Parking for guests is limited if available at other times of the year.
8. I agree not to use tape, nails or tacks for decorations.
9. 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.
10. I accept full responsibility to have the area cleaned after my utilization of the facility and all bags of garbage and recyclables will be disposed of. I am responsible for paying for any extra cleaning that is necessary as a result of my rental.
11. 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.
12. I agree to the procedures as outlined in the clubroom rental procedures.
13. I agree to pay the \$250.00 rental fee with the submittal of this agreement. There is also a deposit fee of \$200.00 required at the time of booking.

RENTAL DATE_____ RENTAL TIME_____

UNIT OWNER//RESIDENT _____ UNIT_____

RENTAL FEE_____ CHECK NO_____ RECEIVED BY_____

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DEPOSIT FEE_____ CHECK NO_____ RECEIVED BY_____