



## **ASHBOURNE SWIM CLUB PARTY ROOM RESERVATION**

### **PLEASE READ CAREFULLY**

- Any resident in good standing wishing to reserve the Party Room/Pool Area must call the Resident Services Office at (215) 887-0302. After the reservation has been made, obtain a copy of the Party Room and Pool Rules Agreements – Party Room Agreement (the “Rental Agreement”) from the Management Office.
- There will be required, for all functions, except those sponsored by Lynnewood Gardens or Ashbourne Swim Club, a refundable security deposit. The amount of \$250.00 must be paid in the form of a cashier check or money order. (Please note to leave the money order blank so that you can have it cashed back to you when returned). This security deposit will be refunded within thirty-days (30) following the function unless there are charges that may be imposed as a result of damages or any violation of the Rules and Regulations listed below.
- If damages exceed \$250.00 Management will charge the Resident for the balance.
- A non-refundable Rental Fee check in the amount of **(see options below)** made payable to Lynnewood Gardens is required in addition to the Security Deposit.

### **Please select which party option you will need.**

#### **OPTION ONE**

\$175.00 for weekday party / 2 hour time slot / up to 25 guests

\$250.00 for weekend party/ 2 hour time slot / up to 25 guests

(additional hours: \$50.00/hour weekday, \$100.00/hour weekend)

#### **OPTION TWO**

\$225.00 for week day party / 2 hour time slot / up to 50 guests

\$325.00 for weekend party / 2 hour time slot / up to 50 guests

(additional hours: \$60.00/hour weekday, \$120.00/hour weekend)

- Functions sponsored by the Management are exempt. The purpose of this fee is to provide compensation for wear and tear on the facility and for utilities.
- Both the non-refundable Rental Fee and the \$250.00 Security Deposit must be included with the Rental Agreement in order to secure a reservation. Please note that two separate checks, as described above, must accompany the Rental Agreement.
- The applicant should sign the Rental Agreement and return it to the Resident Services Office located at 2047C Mather Way. If unable to deliver agreement during normal office hours, you may drop the lease and payment off in the rent drop box located at Resident Services.
- If the Rental Agreement is in order and payment of the appropriate fees has been made, a copy of the approved Rental Agreement will be returned to the applicant.
- A pre-function inspection of the facilities will be conducted



- No function will be allowed which involves an outside Agency, Association or Club, etc.
- No function will be allowed to charge a fee or request a donation unless the Management sponsors the function.
- The total number of people attending a function not sponsored by Management shall not exceed fifty (50) attendees
- Parking is ONLY permitted at the following locations: Pool lot, parking in other locations will forfeit your deposit  
[ PLEASE INITIAL]
- The resident in good standing renting ("Lessee") the Party Room must supervise parking. Buses and other oversized vehicles shall be allowed by special arrangement only.
- No excessive noise or horseplay will be permitted
- All lights, appliances and electrical must be turned off and the Lessee must securely lock all Party Room doors and windows before leaving the premises.
- Clean up of the Party Room is to be completed the same day as the rental. The key is to be returned in accordance with the arrangements made prior to rental.
- Determination of damages, if any, is to be made by Management the next day immediately after the rental period. The determination of damages by Management is final
- While decorations are permitted, including streamers and signs, glitter and/or confetti of any kind is not permitted.



## **ASHBOURNE SWIM CLUB AND LYNNEWOOD GARDENS RENTAL AGREEMENT**

This Rental Agreement, made this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by and between the Management of Lynnewood Gardens and Ashbourne Swim Club (“Lessor”) and \_\_\_\_\_, residing at \_\_\_\_\_, a unit at Lynnewood Gardens, (“Lessee”) for and in consideration of the mutual covenants and obligations contained herein, Lessor and Lessee agree as follows:

- 1.) Lessor shall permit Lessee to rent the Party Room/Pool Area, including the counter/refrigerator, hallway, bathrooms, parking pad areas and fixtures therein (the “Pool Club and Party Room”) located on the Common Areas owned and maintained by the Lessor, on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.
- 2.) Lessee understands that this Rental does not include exclusive use of the pool. Other Swim Club members are permitted with in the Pool Area.
- 3.) Lessee understands that he/she must be a resident (tenant) in good standing (all Rent fees paid and no outstanding violations or fines) of Ashbourne Swim Club or Lynnewood Gardens in order to exercise the right of entering into a Party Room Rental Agreement.
- 4.) Lessee agrees to be present during the entire time span of the rental.
- 5.) Previous resident no longer residing at Lynnewood Gardens automatically relinquish all rights to use the Party Room, as this privilege is then assigned to the current resident in good standing.
- 6.) Lessee shall pay to Lessor, upon signing of this Rental Agreement, a non-refundable rental fee of \$ \_\_\_\_\_ and a \$250.00 refundable security fee for the day made payable to Lynnewood Gardens.
- 7.) Lessee shall pay to Lessor, as a separate amount administered in the form of a personal check, cashier check or money order, a separate security deposit of (\$250.00) (the “Security Deposit”), which shall be fully refundable upon acceptable and satisfactory inspection of the Clubhouse.

**To secure and finalize a Clubhouse reservation, the Rental Fee and Security Deposit monies are required to be submitted with the signed the Rental Agreement to the Management Office.**

**An employee of the Management shall inspect the Party Room the next day after the rental period. The inspection shall determine whether the Party Room has been left in a neat, clean and presentable condition as required in this Rental Agreement.**

**Within Thirty days (30) after the inspection, Lessor shall do one of the following:**

- 1.) If the Party Room was not left in a neat, clean and presentable condition or if any part of the Party Room and/or the property and fixtures contained therein were damaged by Lessee or Lessee’s family and/or guests, Lessor shall serve the Lessee with a written statement of the damage and the costs associated with the cleaning and/or repair of the Party Room.
- 2.) If the cost to clean and/or repair the Party Room is less than or equal to the Security Deposit, Lessor shall use the Security Deposit to pay this cost and refund the excess deposit, if any, to Lessee.
- 3.) If the cost to clean and/or repair the Party Room exceeds the Security Deposit, Lessee shall be obligated to pay the additional cost to Lessor within fifteen days (15) after receipt of the written statement from Lessor. If Lessee fails to pay the amount stated in the statement to Lessor within this time period, Lessor shall have all of the rights and remedies available at Law and in equity for breach of contract.



- 4.) Lessee shall forfeit his/her/their right to rent the Party Room in the future if any of the Rules and Regulations with respect to the Party Room/Pool or the obligations contained in this Rental Agreement is violated.
- 5.) Lessee shall cause no more than 50 persons at functions to be present in the Party Room/Pool at any one time during the Rental Period.
- 6.) Lessee shall keep noise at a level, which will not disturb the residents and member of the Ashbourne Swim Club and Lynnewood Gardens
- 7.) Lessee shall leave the Party Room and all facilities in a neat, clean and presentable condition.
- 8.) Lessee shall remove and properly dispose of all trash from the Party Room/ Pool Area in plastic bags and deposited in the dumpster in front of the Clubhouse. Trash bags shall not be left in the Party Room/Pool Area.
- 9.) Lessee shall clean the Party Room after use. Lessee shall supply all cleaning aids and supplies necessary to restore the Party Room to its original condition.
- 10.) Any floors, appliances and bathrooms not acceptably cleaned and/or in original condition are subject to fines. Minimum fine of Fifty dollars (\$50.00) for each infraction –
- 11.) Lessee shall not permit any animals or pets inside the Party Room/Pool Area.
- 12.) The condition of the Party Room will be recorded on the Rental Checklist attached.
- 13.) The Committee shall have complete authority to determine whether or not any of the terms and conditions of this Rental Agreement has been violated.
- 14.) Lessee shall enter into this Agreement for his/her/their own personal use and enjoyment and not on behalf of any other person nor for any commercial or profit-making purpose.
- 15.) Lessee is responsible for the conduct of his/her/their family, guests or any other person associated with Lessee’s event, and agrees to release the Lessor, its Management, and Jersey Central Management, from any liability arising from Lessee’s use of the Party Room/Pool Area. Neither the Management or Jersey Central Management shall be liable for any damages or injury to Lessee, his/her/their family, guests or any other person, or to any other owner or resident, or to any common area, occurring in or near the Party Room/Pool Area. Lessee shall indemnify, save and hold harmless the Managing Agent, Jersey Central Management from any claims for damages or injury no matter how caused. [ PLEASE INITIAL]
- 16.) Lessee acknowledges the authority of the Managing Agent, to execute this Rental Agreement on behalf of Lessor. In Witness Whereof, Lessee and Lessor, intending to be legally bound hereby, have signed this Agreement the day and year first stated above.

X \_\_\_\_\_ Signature of Lessee Date \_\_\_\_\_

Resident Name:      Apt. Unit:      Date of Party:      Time of Party:

Full Name Managing Agent [      ]



THE CLUBHOUSE IS A SMOKE-FREE FACILITY SMOKING IS PROHIBITED! PLEASE NOTE: FAILURE TO ABIDE BY THE RULES AND REGULATIONS FOR THE ASHBOURNE SWIM CLUB, INCLUDING THE PARKING RESTRICTIONS ASSOCIATED WITH A RENTAL, CAN JEOPARDIZE YOUR PRIVILEGE OF FUTURE CLUBHOUSE RENTALS. MANAGEMENT CAN, IN ACCORDANCE WITH THE RENTAL AGREEMENT, INITIATE FINES AND REVOKE PARTY ROOM RENTAL PRIVILEGES IF THEY DEEM IT AN APPROPRIATE RESPONSE TO ANY VIOLATION OF RULES AND/OR DISORDERLY BEHAVIOR THAT MAY BE ASSOCIATED WITH YOUR RENTAL OF THE PARTY ROOM/POOL AREA.

[ PLEASE INITIAL \_\_\_\_\_ ] THIS IS YOUR COPY TO KEEP

**ASHBOURNE SWIM CLUB RENTAL CHECK LIST**

X \_\_\_\_\_ X \_\_\_\_\_ Lessee Signature

Management Agent Signature X \_\_\_\_\_ Date: \_\_\_\_\_

RETURN THIS SIGNED AGREEMENT AND THE REQUIRED DOLLAR AMOUNTS TO THE MANAGEMENT OFFICE IMMEDIATELY TO RESERVE YOUR DATE. ANY DAMAGE TO THE PARTY ROOM/POOL AREA, ITS CONTENTS IN PART OR IN ENTIRETY, AND/OR TO ANY COMMON AREAS IS THE RESPONSIBILITY OF THE LESSEE AND IS SUBJECT TO THE COST OF REPLACEMENT





**ASHBOURNE SWIM CLUB PARTY ROOM RENTAL CHECK LIST**

**ANY DAMAGE TO THE PARTY ROOM, ITS CONTENTS IN PART OR IN ENTIRETY, AND/OR TO ANY COMMON AREAS IS THE RESPONSIBILITY OF THE LESSEE AND IS SUBJECT TO THE COST OF REPLACEMENT**

	<b>Pre- rental</b>	<b>Post- rental</b>
<b>PRE-WALK THROUGH:</b> Prior to rental if there are any problems call Resident Services to make them aware of the situation and make note of the exact problem.  For EMERGENCY problems, call 215-877-1210		
<b>TABLES, CHAIRS, TRASH RECEPTICLES:</b> All tables, chairs and trash receptacles are clean and in good working order and returned to proper location (the same way as Lessee received the Party Room)	_____	_____
<b>KITCHEN:</b> Clean floors, Refrigerator and counters. Empty refrigerator and return to original setting.	_____	_____
<b>MAIN ROOM:</b> All floors of are free of debris	_____	_____
<b>TRASH REMOVAL:</b> All trash is removed from the Party Room and placed in dumpster provided outside the front of the clubhouse.	_____	_____
<b>PARKING:</b> Parking is the responsibility of the Lessee. All parking for the event must be in the Pool lot in front of the Swim Club. If it is discovered that cars are parked in private spaces, the \$150.00 Security Deposit will be forfeited. [ <b>PLEASE INITIAL</b> ]	_____	_____
<b>GUEST SUPERVISION:</b> Supervision is the responsibility of the Clubhouse Lessee. Guests are permitted to enter the Swim Club as an extension of the Party Room Rental. It is agreed that all guest of the Lessee are the responsibility of the Lessee	_____	_____
<b>PLEASE INITIAL</b>		
<b>INSPECTION OF COMMON GROUNDS:</b> Any damage done to common grounds around the Party Room, Swim Club or Pool Area is subject to the cost of repair and replacement. (i.e. parking on grass, outside lighting, damage to furnishings etc.)	_____	_____
<b>NOTES:</b>		
	_____	_____
	_____	_____
	_____	_____

X \_\_\_\_\_  
*Lessee Signature*

X \_\_\_\_\_  
*Management Representative*

**PLEASE RETAIN THIS CHECKLIST FOR YOUR USE AND INFORMATION. RETURN THIS SIGNED AGREEMENT AND THE REQUIRED DOLLAR AMOUNTS TO THE RESIDENT SERVICE OFFICE IMMEDIATELY TO RESERVE YOUR DATE.**