



esc

INDIAN LAKE COMMUNITY CLUB

DENVILLE, NJ 07834

Dear ILCC Member:

Thank you for choosing to rent the **Indian Lake Community Clubhouse** (ILCC) for your special event. In this document, you will find the ILCC Clubhouse, Rental Application, Bar Application and some other helpful information regarding rental of the clubhouse.

Please note, that all rental requests are taken on a first come, first serve basis and the final decision regarding your request is subject to Board approval. Therefore, please ensure that your application is submitted at least 1 month prior to your event date.

To see a listing of club availability, please visit our website at www.indianlakenj.com and refer to the community calendar on the home page. The calendar is updated on a weekly basis. Once you have determined your event date, please contact me at lynn12000@msn.com to confirm availability. Afterward, please submit your application and deposit of \$100 made payable to ILCC (I'll let you know how to forward your deposit when we speak).

On the day of your event, your remaining balance will be due along with a security deposit in the amount of \$300. Please be sure to submit these two payments separately. Please be aware, if there were no damages incurred, your security deposit (check) will be destroyed.

If you have any questions, please let me know.

Sincerely,

Lynn Vanderyajt
ILCC Rental Trustee



Indian Lake Clubhouse Rentals Table of Contents

Rental Agreement / Rental Rules & Regulations.....	2
What is Included with your Clubhouse Rental	3
Clubhouse Rental Pricing	4
ILCC Clubhouse Rental Application.....	5
ILCC Bar Information / Pricing	6
ILCC Bar Rules & Regulations	7
ILCC Bar Application.....	8

Indian Lake Community Club Rental Agreement Rental Rules & Regulations

- Applications for rental of the ILCC clubhouse are taken on a first come first serve basis. It must be submitted to the trustee in charge of rentals no later than the first of the month proceeding the month of the date requested.
- Rentals are for a 5-hour time period unless other arrangements are made with the Rental Trustee prior to the event.
- **The ILCC clubhouse is available to its members only and their immediate family.**
- It is required that a member of the Board of Trustee's be present to safeguard both requesters membership privileges and the clubhouse facilities and property.
- Indian Lake Community Club is a not-for-profit organization and as such no rental shall be approved for purposes of privately benefiting another entity / person.
- The clubhouse is not available for reservation during the months of July and August.
- **No alcohol is to be brought INTO or REMOVED from the clubhouse. Minors are NOT allowed to consume alcoholic beverages. No one is permitted behind the bar except for authorized personal.**
- The clubhouse must be locked and the alarm on when the clubhouse is un-occupied.
- A member is not able to rent the clubhouse on the behalf of a non-member of the ILCC community.
- The clubhouse key should not be handed off or left with anyone other than the person renting the clubhouse. The member making the request is responsible for all club property for the duration of the rental.
- In the event something gets broken during your party please notify the **ILCC House Trustee, Ed Schultheis** at ILCCeddo@gmail.com as soon as possible.
- **No children are permitted behind the stage curtain area, this also includes the stage door where the hall light control switches are located, as well as the stereo / speaker system.**
- **No furniture should be removed from the clubhouse. In addition, nothing should be taken out of the main closet except for the tables and chairs.**

***This Indian Lake Clubhouse is part of "your community" – please be respectful
of others who would like to enjoy the use of this property in the future!
Thank you, we wish you all the best during your event!***

- **Decorations must be hung from the two cables provided across the ceiling. Nothing is to be hung on light fixtures or ceiling. Only tape is to be used to apply decorations to walls, please DO NOT staple or TACK anything to club property.**
- Clean-up is included with the rental of the entire hall for adult parties, with the exception of the kitchen area. **Cleaning of the kitchen area and stove is the responsibility of the renter.**
- Please note that anything that is brought into the kitchen including refrigerator, must be removed upon commencement of the event.
- There are locks on the cabinets and drawers for a reason. Please respect the locks on the kitchen cabinets and do not attempt to tamper with the locks.
- **For safety reasons no children are permitted in the kitchen area.**
- For children's parties there needs to be 1 adult chaperone for every 10 kids.
- Any prizes awarded to our members in regards to clubhouse rentals, are subject to the availability of the ILCC clubhouse, when not in use for a private or community event. In addition, any prizes awarded in regards to renting the ILCC clubhouse are non-transferable, not redeemable for cash, and expire within 1-year of date of issue. In addition, certificates of this nature cannot be redeemed for use of a 2-day rental (wedding). Prizes that are awarded are for current standing members for a 1-day rental and are subject to Board Approval.

What is included with your rental: 220 max capacity

- Full kitchen with walk in refrigerator
- Pro STOVE / oven
- Bar area / tables/ chairs/ buffet table
- Ice machine
- The Club Room use including couches and tables
- Hall and stage area
- Microwave
- 22 Rectangular (6x4) tables & 20 Round (60") tables
- 227 metal, padded, folding chairs
- Inside garbage cans / bags
- Clean-up and breaking down of tables and chairs following your event

Rental Pricing & Rental Options:

- **Entire Hall: \$375.00**
5-hour rental. Full kitchen with walk in fridge; stove & oven, bar area, ice maker, microwave, rectangular & round tables, folding chairs, inside garbage cans/bags, the Club Room w/couches and coffee tables, and hall w/stage area. Clean-up following your event and also breaking down of tables and chairs is also included with your rental. **However, please note that cleaning of the kitchen including the stove is the responsibility of the renter.**
- **Monday through Thursday: \$250**
4-hour rental. Full kitchen with walk-in fridge, stove and oven, bar area, ice maker, microwave, rectangular and round tables, folding chairs, inside garbage cans/bags, the club room with couches and coffee tables, and hall with stage area. Clean-up following your event and also breaking down of tables and chairs is also included with your rental. **However, please note that cleaning of the kitchen including the stove is the responsibility of the renter.**
- **Hall Area: \$100**
Hall w/stage area is only offered for children's parties (up to 12 years of age) with adult chaperones, Monday – Thursday. **Clean-up is required by the member and not included with this rental.**
- **Wedding: \$800**
Includes: 2-day Rental. Full kitchen with walk-in fridge; stove and oven, bar area, ice maker, microwave, rectangular & round tables, folding chairs, inside garbage cans/bags, the Club Room w/couches and coffee tables, and hall w/stage area. Clean-up following your event and also breaking down of tables and chairs is also included with your rental. **However please note that cleaning of the kitchen including the stove is the responsibility of the renter.**

EXTRAS: If you wish your guests to utilize the lake during your event please contact **Dan Sforza, Membership Trustee** at ILCCMembership@gmail.com to purchase a guest card which is subject to an additional fee.

Deposit & Security: A \$100 deposit is required at the time the application is submitted in order to secure the desired date. The balance is due at the time the keys are picked up, along with a separate \$300 security check that will be destroyed after inspection of the clubhouse.

ILCC Bar Guide

Drink Prices:

Beer	\$ 3 - 4
Premium Beer, 16 oz	\$ 6
House Wine (Merlot and Pinot Grigio).....	\$ 4
Premium Wine	\$ 5
Mixed Drinks.....	\$ 5
Specialty Drinks	\$ 6

Please note: Prices are subject to change without notice.

Indian Lake Community Club

Bar Rules & Regulations

- 80 drinking guests or less, 1 bartender \$75 per party. Over 80 guests, 2 bartenders are required at \$150 (\$75 each).
- As a reminder, **no outside alcohol** is allowed to be brought into the clubhouse.
- Payment is due to the bartender at the conclusion of your event.
- We request that patrons set up their own soft drink table.
- If you have any special requests for the evening of your event, notification must be given to the bar trustee prior to your event
- **Parties with teenagers or young adults under the age of 21 - it is your responsibility to monitor your event for underage drinking. Underage drinking is against the law and is not permitted on the ILCC grounds.**
- If you have any questions regarding bar services, please contact **Paul Rankin, Bar Trustee** at 201-240-9456 or ILCCPaul@yahoo.com.

Indian Lake Community Club Bar Application

If you are requesting Bar Services, this application must be completed as well in addition to the ILCC Rental application.

ILCC Member name: _____

Phone: (HOME): _____ (CELL): _____

Email: _____ In case of an emergency contact: _____

Date of event: (full date) _____

Type of event:

Time requested for bar services: From: _____ To: _____

Estimated number of drinking adults: _____

Bar Options Available (please check one)

- Cash Bar:** Guests pay for each of their drinks, as they order.

- Open Bar:** Bartender will ring all drinks and the tab will be paid at the end of the rental.

- Hybrid Option 1:** Beer and wine to be put on a tab and be paid at the end of the rental.
Liquor paid for by each guest as they order.

- Hybrid Option 2:** Open bar for a certain period of time or certain dollar amount. After that point, guest will have a cash bar and pay for each drink as they order. Please confirm with the bartender before the start of the rental to indicate the dollar amount or time period.

For price information please refer to the **Bar Information Guide** in the **Clubhouse Rental Packet**.

TRUSTEE NOTES:

