



FOR OFFICE USE ONLY:
Date Received: _____
Employee: _____

FACILITY RENTAL APPLICATION

Note:

Renter (NECA Member): _____

Newtown Property Address: _____

Phone #: _____ Alternate #: _____ Email _____

Date of Event: _____ Day of the Week _____

Activity Type: _____

Number of Guests: _____ Number of Chairs: * _____ Number of Tables: * _____

*Chairs and Tables are provided only for Renters of the Recreation Room or the Upstairs Lounge.

Mailing Address (if different from above): _____ City: _____ Zip Code: _____

***SEE REQUIREMENTS LISTED AT THE BOTTOM OF PAGE 1**

Below, please circle the facility area(s) that you are interested in renting. Please note that only the Recreation Room and Pavilion/Lanai are available to be used as a multi-area rental.

Daytime Events: The Pavilion/Lanai Area & the PA System are not available during day events.

Rental	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Recreation Room Capacity: 350	10am to 2:30pm \$235 Deposit \$400 Fee	n/a	n/a	n/a	10am to 2:30pm \$235 Deposit \$400 Fee	10am to 2:30pm \$235 Deposit \$400 Fee	n/a
Upstairs Lounge Capacity: 100	10am to 2:30pm \$90 Deposit \$180 Fee	11am to 3:30pm \$90 Deposit \$180 Fee	11am to 3:30pm \$90 Deposit \$180 Fee	11am to 3:30pm \$90 Deposit \$180 Fee	11am to 3:30pm \$90 Deposit \$180 Fee	11am to 3:30pm \$90 Deposit \$180 Fee	10am to 2:30pm \$90 Deposit \$180 Fee
DVD Projector	Rec Room Only \$25 Deposit \$25 Fee	n/a	n/a	n/a	Rec Room Only \$25 Deposit \$25 Fee	Rec Room Only \$25 Deposit \$25 Fee	n/a

Evening Events

Rental	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Recreation Room Capacity: 350	6pm to 11pm \$235 Deposit \$470 Fee	n/a	n/a	n/a	n/a	6pm to 11pm \$235 Deposit \$470 Fee	6pm to 11pm \$235 Deposit \$470 Fee
Pavilion/Lanai Capacity: 150	6pm to 11pm \$75 Deposit \$150 Fee	n/a	n/a	n/a	n/a	6pm to 11pm \$75 Deposit \$150 Fee	6pm to 11pm \$75 Deposit \$150 Fee
Upstairs Lounge Capacity: 100	6pm to 11pm \$90 Deposit \$180 Fee	5pm to 10pm \$90 Deposit \$180 Fee	5pm to 10pm \$90 Deposit \$180 Fee	5pm to 10pm \$90 Deposit \$180 Fee	5pm to 10pm \$90 Deposit \$180 Fee	6pm to 11pm \$90 Deposit \$180 Fee	6pm to 11pm \$90 Deposit \$180 Fee
PA System	Rec Room Only \$12.50 Deposit \$25 Fee	n/a	n/a	n/a	n/a	Rec Room Only \$12.50 Deposit \$25 Fee	Rec Room Only \$12.50 Deposit \$25 Fee
DVD Projector	Rec Room Only \$25 Deposit \$50 Fee	n/a	n/a	n/a	n/a	Rec Room Only \$25 Deposit \$50 Fee	Rec Room Only \$25 Deposit \$50 Fee

***REQUIREMENTS:** Renter must be a bona fide NECA member, at least 18 years of age or 21 years of age if alcohol will be served during the event, with current NECA facility membership. Please contact the NECA Front Office for information regarding facility privilege requirements. Renter must also be in good standing with NECA, as stated in the NECA Rules & Regulations handbook. **The renter is required to be present throughout the rental period including set-up and clean-up periods and until the last guest vacates the premises.**

PLEASE INITIAL EACH FOLLOWING SECTION TO CONFIRM THAT YOU HAVE READ AND UNDERSTAND NECA'S RENTAL POLICIES AND PROCEDURES.

Initial ____ **ALCOHOL POLICY:** Will alcohol be served at your event? (Please check answer) ____NO ____ YES

Initial ____ **SHERIFF'S DEPUTY:** A Sheriff's Deputy is required for evening rentals for parties of 100 guests or more and for all parties serving alcohol. The Sheriff's fee of \$180.00 (\$150.00 for 10:00am – 2:30pm rental), Renter must use the Sheriff's Deputies arranged by NECA – volunteer officers are not accepted. Sheriff's Fees are subject to change based on prevailing rates.

Initial ____ **PAYMENTS: Deposit fee, rental fee and Sheriff's Deputy fee must be received at the time application is submitted.** Security deposit will be refunded as stated in "Deposit Refund" section on back of form. All fees are subject to change without prior notice. However, once an application is approved, stated rental rate will be honored. Checks dishonored/returned by a financial institution will result in immediate cancellation of a reservation and loss of reservation priority until the check is made good. NECA penalty charges will apply to all dishonored/returned checks.

Initial ____ **SPECIAL ACTIVITIES:** If you plan to have "kiddie fun rides", snack/games and/or specialty machines please complete:

Activity Type	Name of Company Providing Services	Company Phone Number

For each activity, please provide NECA with a copy of the liability insurance with "Newtown Estates Community Association" added on as 'additional insured' from the company that you rent the equipment from. All requests are due 60 days prior to event date. Failure to present the required documents by the above deadline will result in the prohibition of the requested activity at your event.

Initial ____ **RESERVATIONS:** A reservation may be made up to twelve (12) months in advance on a first-come, first-serve basis. A minimum of fourteen (14) days notice is required for all reservations. A maximum of four (4) reservations are allowed per household per calendar year, only one (1) of which may be during peak months (April – August). Completion of this form by the Renter does not confirm the reservation. NECA management will review the application and the Renter will be contacted within 10 business days and provided with confirmation # (approval) or reason (s) the application was not approved. If the application was not approved, other applications for the same date, time and rental area, submitted after the disapproved application will then be considered for approval. Until such date the necessary criteria is met, the disapproved application will not be considered.

Initial ____ **CANCELLATIONS:** Cancellation notices must be submitted in writing. A charge equal to 10% of the rental fee is deducted for cancellations made sixty (60) days or more prior to the event. No refunds of the rental fees are made for cancellations less than sixty days of a rental date unless there is a subsequent rental of the facility on that date. In the case of subsequent rental, Renter is still responsible for the 10% cancellation fee. Changing the date of an event is considered cancellation. During inclement weather, the Renter of the Pavilion/Lanai may claim a refund if they notify NECA by 12:00 noon on the day of their rental.

Initial ____ **GENERAL RULES & GUIDELINES:**

- a. Renter(s) must be a bona-fide NECA member, with current recreational privileges, in good standing. A member who loses, rescinds or transfers his/her privileges for any reason also loses the privilege to rent the facility.
- b. Special requests, excluding changing the date of the event, must be made in writing by the Renter at least 30 days prior to the event. All changes or requests made after this date will not be considered.
- c. Service/consumption of alcohol is prohibited at any event unless one of the options noted in prior section "Alcohol Policy" is satisfied.
- d. Requests for kiddie fun rides, snack and/or game machines, etc. must be submitted in writing at least 60 days prior to the event. Please see "Special Activities" section above for detailed information.
- e. Prohibited: Pony rides, petting zoos, fire dancing, any activity including open flames (with the exception of candles on the cake and sterno for heating chafing dishes), and piñatas (pull-string type piñatas permitted).
- f. Guest total must not exceed the posted room capacity of the facility area being rented.
- g. Guests must remain in the facility area being rented. Access to other parts of the facility not rented is prohibited.
- h. Renter are provided the equipment (tables and chairs) already located in the area that they are utilizing. The Renter must supply any additional equipment needed.
- i. Cooking on the premises is prohibited, only food warmers are allowed.
- j. Smoking is prohibited within the entire facility area and within 20 feet of the facility's entrances, doorways, windows, and ventilation intakes.

- k. Amplified music and dancing is allowed only in the Recreation Room. The Renter must insure noise levels are within State Health Department Noise Code Restrictions. This will be monitored by the NECA staff.
- l. Admission fees or solicitation of donations is allowed only with prior approval of the Membership Policy Committee.
- m. Wheelchair access is not available for the Upstairs Lounge.
- n. Being belligerent to the staff on duty or to the Sheriff's Deputy and refusing to obey their instructions will result in the immediate termination of the event with the forfeiture of the rental fee and deposit.

Initial _____ SET-UP: Recreation Room set-up can start at 2:00pm. Set-up of all other rental areas may begin two (2) hours prior to start of the event.

- a. All furniture and equipment must remain in their designated rooms.
- b. The Renter must insure that "set-up helpers" remain in the rented area only.
- c. Nails, thumbtacks, and adhesive tape are not allowed on any surface.
- d. Masking tape is allowed on woodwork and masonry walls, not on any painted surfaces.
- e. All decorations (balloons, streamers, etc.) must be kept clear of ceiling fans.
- f. All tables must be covered.

Initial _____ CLEAN-UP: All daytime rental activities must end by 2:30pm and night rental activities must end by 11:00pm. Premises must be vacated by 3:30pm and 12:00 midnight respectively. The Renter is responsible for the general cleaning of the area rented, adjacent restrooms, and other areas their guest may have littered (hallways, stairway, parking lot, etc.). Clean-up of the facility is complete when:

- a. All decorations, signage and banners have been removed. Renter failing to remove their decorations etc...related to their event will be assessed a penalty of \$50.00. Warning! New State Laws have penalties for posting signs on light posts, street signs, etc.
- b. Chairs and tables have been cleaned, properly restacked, and put in its original location.
- c. Room furniture and equipment have been returned to its original location.
- d. Floors have been vacuumed/swept/mopped to their pre-party condition.
- e. Damaged or broken furniture/equipment has been reported to the Manager on Duty.
- f. All trash containers have been emptied, trash bags taken out to designated area and trash containers refilled with clean trash liners.
- g. All restrooms have been thoroughly cleaned.
- h. Manager on Duty has inspected and accepted the condition of the rented area.

Initial _____ DAMAGES/LOSSES: The Renter is responsible for any loss or damage to equipment or the facility including reasonable collector's fees if deemed necessary. NECA assumes no responsibility for property brought into the facility by the Renter.

Initial _____ UNRESTRICTED ENTRY TO INSPECT: NECA staff will have unrestricted access to the rental facilities at all times to insure the rented area is being used for the purpose and in the manner agreed to by the Renter.

Initial _____ DEPOSIT REFUND: The deposit refund will be mailed to the Renter's address within 2-3 weeks following the rental date, provided there are no unsettled accounts, damages, or penalties for violations (See Penalties/Appeals Section attached).

Initial _____ INDEMNIFICATION AGREEMENT: Renter hereby agrees to release and hold harmless, NECA, its officers, members, staff, successor and assigns in connection with any claim or loss arising from the Renter's use of the Newtown Recreation Center facilities. At its discretion, NECA may require proof of insurance coverage as a condition for renting the facilities.

I HAVE READ, UNDERSTAND AND AGREE TO ABIDE BY ALL OF THE PROVISIONS OF THIS AGREEMENT.

Renter's Signature: _____ Date: _____

**NEWTOWN ESTATES COMMUNITY ASSOCIATION
 FACILITY RENTAL
 PENALTIES FOR VIOLATION TO FACILITY RENTAL AGREEMENT**

The following penalties, established by NECA, addresses violations of the “Facility Rental Application” Agreement. In addition to the listed penalties, the Membership Policy Committee may, upon recommendation of the NECA General Manager, impose other sanctions against the violators, including but not limited to, indefinite suspension of rental privileges. Renter may appeal any assessed penalties. Appeals must be submitted in writing to the Membership Policy Committee no later than (10) days after the notice of violation and penalty fine. If they desire, renters may attend the Membership Policy Committee Meeting dealing with their appeal. NECA may employ legal counsel and measures to enforce the terms of this Rental Agreement and payment of fees and damages. In the event NECA is required to employ legal counsel to enforce the terms or provisions of this Rental Agreement, NECA shall be entitled to recover legal/court costs from the Renter.

<u>VIOLATION</u>	<u>PENALTY</u>
a. Making false statement(s) on the application or hosting activities which damage property and/or place people in danger.....	Forfeit all fees paid. Terminate function.
b. Starting a function earlier than the designated time..... The facility will not be opened to guests any earlier than one hour before the designated start time.	\$200.00
c. Curfews: <ul style="list-style-type: none"> • Function MUST end by the designated time: Day rental – 2:30pm, Night rental – 11:00pm • Failing to vacate NECA premises, including parking lot, by the designated time..... 	\$300.00
Day rental – 3:30pm, Night rental – 12:00 midnight	
d. Renter not present throughout the activity, including set-up, function & clean-up.....	Terminate function. Forfeit Deposit
e. Illegal Activities..... (Gambling, drugs, consumption of alcohol by minors, etc)	Terminate function. Forfeit deposit
f. Noncompliance to Acceptable Noise Level.....	Terminate function. Forfeit deposit
g. Damages including but not limited to spillage, stains, breakage, decorations improperly hung etc.....	The replacement/repair cost for damages deducted from the deposit amount. The cost to repair damages in excess of deposit amount will incur an additional fee.
h. Unacceptable Clean-Up.....	Forfeit deposit plus \$20.00 per hour for NECA Staff to complete the clean up.
i. Inappropriate/uncontrolled behavior by the Renter or their guests of the Function, crashing of adjacent party, abuse of Staff-on-Duty, entering non-rented areas, etc.....	Terminate function. Forfeit deposit.

I HAVE READ, UNDERSTAND AND AGREE TO ABIDE BY ALL OF THE PROVISIONS OF THIS AGREEMENT.

RENTER’S SIGNATURE: _____ Date: _____

FOR OFFICE USE ONLY

PAYMENTS RECEIVED:

Deposit Fee:	Receipt #:	Date:	Staff:
Rental Fee:	Receipt #:	Date:	Staff:
Sheriff's Deputy:	Receipt #:	Date:	Staff:

DOCUMENTS RECEIVED:

Documents for activity/service: (Bouncer, Sticker Machine, Ice-Cream Maker, etc.)	Name of Company providing document/service:	Date Submitted:	Received By:	Approved By:

STAFF NOTES:

Date:	Notes:	Staff: