

Neighborhood Club

Rental Rules

March 2017

Who May Rent: Only Members may rent the Club. Non-Members may not rent the Club. The Member must be present during the event. Rentals may be for a personal event or party or on behalf of a non-political, non-religious organization to which the Member belongs, as long as that Member is the prime contact for the event, is present for the event, and takes responsibility for set-up prior to the event and clean-up following the event.

Rental Calendar: Club-sponsored parties and events may be held during the following times:

January 1 to April 15: Private parties may be held on any day of the week in the living room (TV room), bowling alley, and front foyer, with no restrictions on same-day set-up time. If the ballroom has been rented to the Tennis Pro for Monday-Friday indoor lessons, it will not be available for daytime private rentals. It may be rented all with the rest of the Club for evening, weekend, and holiday events.

With two weeks notice to the tennis pro, Club-sponsored events may use the ballroom during the times reserved for indoor tennis.

April 15 to November 1: Private rental parties and Club-sponsored events (including set-up) that have been reserved and approved by the Rental Chair may be held at any time Monday-Friday and after 1:00 p.m. on Saturdays, Sundays, and Holidays.

The “tennis season” is described as April 15-November 1, depending on weather and at the discretion of the Tennis Chairs in consultation with the Club officers.

Set-up for all parties and events must show full consideration to Members who are using the tennis courts. Every effort should be made to keep Tennis Chairs and Tennis Members fully informed through a calendar of planned events.

November 1 to December 31: Outdoor tennis may continue past November 1, depending on the weather and at the discretion of the Tennis Chairs after consultation with Club officers. Indoor tennis lessons may be held in the ballroom during the month of November (with the Board’s approval and a written agreement with the tennis pro). Indoor lessons may occur during December pursuant to the Indoor Tennis Agreement which shall allow the Club full flexibility in planning and running the Holiday Party, Cookie Swap, Caroling Party, and other events, as well as to allow Member rentals during the holiday season.

Rental Fees:

Event Type 1—up to 25 people, rental of bowling space, front foyer and TV room Monday-Friday.

Rental fee: \$75 plus \$15/hr payable to Bowling Monitor.

Event Type 2— up to 25 people, adult meetings. Examples: meetings of civic and social groups, such as book clubs, investment clubs, fantasy baseball leagues, soccer board meetings, etc. (No caterer, no band; no kids' or teen parties)

Rental fees: \$50 weekdays/nights, \$100 Friday night, Saturday and Sunday

Event Type 3—up to 50 people (No caterer, no band/entertainment). Examples: Kids' parties, dinner parties, family Seders, cocktail parties, etc.

Rental fee: \$100

Additional bowling fee: \$75 plus \$15/hr payable to Bowling Monitor

Event Type 4— more than 50 people and up to 148 people (No caterer, no band/entertainment)

Rental fee: \$200

Additional bowling fee: \$75 plus \$15/hr payable to Bowling Monitor

Event Type 5— more than 50 people and up to 148 people (Including caterer, and/or band/entertainment)

Rental fee: \$400

Additional bowling fee: \$75 plus \$15/hr payable to Bowling Monitor

The renting club member must be present for any deliveries or pickups.

For rentals for up to 50 people, a \$800 security deposit, refundable after key return, cleanup and trash removal, is required. For rentals for over 50 people, the security deposit is \$1,500.

All rentals must end by 11:30 pm, with music stopping by 11:00 pm.

□ SPECIAL NOTE: At all times, it is requested that courtesy be extended to club members playing tennis. Members renting the club for a private party are reminded that NO ONE IS ALLOWED ON THE COURTS DURING PRIVATE RENTALS AND DRIVING VEHICLES ON THE TENNIS COURTS IS STRICTLY PROHIBITED. The renting member is fully responsible for ensuring that these do not occur by anyone attending the event (including but not limited to: renter, caterer, service providers, or guests). All members and guests must use the walkway entrance. The tennis courts are not to be used as additional rental space. The driveway is for necessary delivery access only, and is not to be used by members or guests unless they have a disability or other mobility concern. Driveway gate must be kept closed at all times. The Renter must place cones (stored in the front hallway closet) along the edge of the driveway, showing where the tennis court surface begins and the paving ends. Cones must remain in place before, during, and after the event, and shall be removed and returned to hallway closet once the event is over and all vehicles have exited the property. If the courts are driven on, used inappropriately or damaged in any way, the

Security Deposit will automatically be forfeited, and additional fees may be imposed depending on the extent of the tennis court damage.

Reservations: To schedule a rental, please contact Noreen Martin at rentals@theneighborhoodclub.org

Rental Forms: Read all the information regarding Renting the Clubhouse on the Neighborhood Club website, <http://theneighborhoodclub.org/rentals.htm>

Download and fill out the waiver form from http://theneighborhoodclub.org/rental_docs/Waiver.pdf
Be certain to sign the alcohol clause if you are not serving alcohol.

Send waiver form along with two checks made out to "Neighborhood Club"(one for the rental fee (see above) and the other for the \$800 deposit) to Noreen Martin, 95 Bigelow Road, Newton, MA 02465.

Insurance: If you are serving alcohol, you must provide either (a) a copy of your homeowners' insurance showing liability coverage and host liquor coverage, or (b) a copy of your caterer's policy. If you are using a caterer, their policy should include coverage for property damage and workmen's compensation, in addition to alcohol related liability.

If you are hiring entertainers for your party, you must provide a copy of their liability and workmen's compensation insurance (if they have employees).

Please send all insurance forms to Noreen Martin, Rental Chair, at least 10 days before the event.

The Club has no responsibility for alcohol-related liability. Keys will not be provided until all forms are submitted.

Bowling:

Bowling parties are for children 5 and over. All children bowling parties must be supervised by one of the club's bowling monitors (high school students trained to run the lanes). The fees for bowling rental is \$75.00 plus \$15/hr payable directly to the monitor at the time of the event. There is a minimum 1 hour charge for the monitor.

To reserve for bowling, please contact rentals@theneighborhoodclub.org.

Cleanup:

Although the Club is cleaned on a regular basis, please be aware that the Club is rented "as is." Renters are responsible for cleaning the Club after each event and leaving it in the same, or better, condition it was in before the rental. This cleaning includes:

- All trash and garbage must be removed from the building and grounds.
- Floors should be swept and/or vacuumed as necessary (mop/wipe up sticky spills if required as well). Brooms, mops, vacuum cleaner, etc. can be found in the closet under the staircase.
- Dirty dishes should be washed and put away. All leftover food should be taken away.
- Chairs and folding tables must be returned to where they were found

Additional Rules:

- No smoking, fires, or candles are allowed in the Club at any time.
- Nothing shall be taped to the wallpaper

- Note that in the winter you will need to go over early to turn up the heat. Remember to turn it down after your event. See http://theneighborhoodclub.org/rental_docs/building_info.pdf
- Once cleanup is completed and the keys are returned, your security deposit check will be returned to you.