

**LAKESIDE AT MEDFORD CLUBHOUSE**

Lakeside Homeowners Association

Lakeside At Medford  
c/o Joan Markey  
125 North Route 73  
West Berlin, New Jersey 08091  
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**CLUBHOUSE RENTAL APPLICATION**

1. APPLICATION FORM: must be completed & returned with security deposit.
2. SECURITY DEPOSIT: \$250.00/\$500 for Sweet 16 birthday parties. Required to reserve rental date. No Saturday rentals for Sweet 16.
3. RENTAL FEE: Must be paid 15 days in advance of rental.
4. Any clubhouse rental includes access to and use of the immediately surrounding grounds and lakes with the express understanding that from time to time, the lakes may be lowered at Lakeside's sole discretion.
5. Lakeside at Medford is a residential community. Overly loud music is not permitted. Limited outdoor music is permitted until 9:00 p.m. at any clubhouse function.
6. INSURANCE CERTIFICATE: Must be received 15 days in advance of rental.
7. SNOW REMOVAL: From the period of November 1<sup>st</sup> until March 31<sup>st</sup>, it will be the responsibility of the renter of the clubhouse for any snow removal and salting the walkways if there is an accumulation of 2 inches or more. The snow removal is to be done by an insured and licensed snow removal company and proof must be provided prior to the removal of snow. A snow removal company referral will be provided, if needed.

All payments are to be made payable to: Lakeside at Medford. Renter, or caterer, must provide insurance certificate showing liability & host liquor coverage. If the security deposit, rental balance & insurance certificate are not received as stated.

ANY RENTAL RESERVATION MAY BE CANCELLED.

- CANCELLATION REFUND POLICY
- WEDDING RECEPTIONS – 100% Deposit refund ONLY if date re-rented with a reception
- 3 MONTHS+ IN ADVANCE – 75% of deposit will be refunded.
- 1-3 MONTHS – 50% of deposit will be refunded.
- 10 DAYS-30 DAYS – 25% of deposit will be refunded. 9 DAYS OR LESS – NO deposit will be refunded.

NAME: \_\_\_\_\_

EMAIL and ADDRESS: \_\_\_\_\_

CITY, STATE, ZIP: \_\_\_\_\_

PHONE/CELL: \_\_\_\_\_

DATE REQUESTED: \_\_\_\_\_ TIME: \_\_\_\_\_

EVENT (reception, party, etc.): \_\_\_\_\_ NUMBER ATTENDING (150) MAX: \_\_\_\_\_

CATERER: \_\_\_\_\_

NUMBER ATTENDING (150 MAX.): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*By signing this form, you agree to abide by the clubhouse rental guidelines.*

Base Rental Amount: \_\_\_\_\_ Total: \_\_\_\_\_

Security Deposit Received: Date \_\_\_\_\_ Amount: \_\_\_\_\_

Rental Fee Received: Date: \_\_\_\_\_ Amount: \_\_\_\_\_

Security Deposit Refunded: Date: \_\_\_\_\_ Amount: \_\_\_\_\_