

Reservations Chair:

Liz Preston, reservations@theneighborhoodclub.org, 617-332-4063, 18 Sterling St.

Who Can Rent:

1. The Neighborhood Club may be rented for social occasions by members.
2. Member's account must be current in order to rent the club.
3. Members may not rent the Club for prospective members or friends. Rentals are intended for functions hosted by members, not by outside organizations. The Board grants the Reservations Chair the authority to determine eligible rental events.

Rental Fees:

4. Please review the [new rental rates](#) as of April 2008

Reservations:

5. To schedule a rental please contact the reservations chair.

Rental Forms:

6. Download the waiver form from http://theneighborhoodclub.org/rental_docs/Waiver.pdf
7. Fill it out and send to the Reservations Chair along with two checks made out to "The Neighborhood Club", one for the rental fee (see above) and the other for the \$300 deposit. Be certain to sign the alcohol clause if you are not serving alcohol.

Insurance:

8. 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, or
 - c. through special event coverage from the Club's agent, R L Tennant Insurance (617-969-1300)

You may mail or fax the document to the Reservations 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.

9. 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). You may mail or fax the information to the Reservations Chair, at least 10 days before the event.

Bowling:

10. If you are planning to bowl, you will need to be in touch with the [bowling chair](#) to get instructions and the key for bowling: bowling@theneighborhoodclub.org

Cleanup:

11. The Club is cleaned approximately twice a month on Fridays, usually before and after Club sponsored events (but not specifically for rentals). We hope that it is in acceptable condition for your party, but please be aware that: a) the tenant uses the kitchen and bathrooms regularly; and b) the Club is rented "as is". **You are responsible for cleaning before and after your event.**
12. Cleanup Guidelines:
 - Garbage Removal - it is very important that you remove the trash from your party; do not leave it in the bins at the Club or on Berkeley Street (this requirement has to do with our status with the City of Newton as a residential, not a commercial establishment).
 - Floors should be swept and/or vacuumed as necessary (mop/wipe up sticky spills if required as well). Brooms, mops, etc. can be found in the closet under the staircase.
 - Dirty dishes should be washed and put away. All food should be put or taken away.
 - Chairs and folding tables should be returned to their proper location (chairs should be stacked on the two carts, and tables should be returned to the tennis office).
 - If you use the Club's table cloths, please take them home and wash them

Tennis Season (June 1-August 31) Restrictions

13. From June 1st to August 31st, no parties can begin prior to 8 pm except on Saturdays, when they may begin at 6pm. During May and September, parties may begin every day at 6pm. From October 1-April 30, parties may be held at any time.
14. Setting up for parties from June through August may occur before 9am, between 1 and 3pm during mid-day court maintenance, or after 8pm (6pm on Saturdays). During May and September, set-up may occur before 9am, between 1 and 3pm during mid-day court maintenance, or after 6pm. There are no restrictions on set-up time from October through April.
15. At all times, it is requested that courtesy be extended to club members playing tennis.
16. Caterers and set-up staff are not to disturb tennis games, walk, or drive on the tennis courts.

Misc:

17. As you know, the Club has just been renovated, and special care should be taken not to stain the new cushions in the bowling foyer or the new carpet in the TV room. For parties with young children, it might be a good idea to use the old window seat cushions, which are stored in the locked closet in the bowling room (a key to the lock is on the ledge just to the left of the door leading into the TV room).
18. Please notify the Reservations Chair immediately about any damage. Further information on the building is available at http://theneighborhoodclub.org/rental_docs/building_info.pdf
19. Note that in the winter you will need to go over early to turn up the heat. See http://theneighborhoodclub.org/rental_docs/building_info.pdf
20. Be in touch so that I can make arrangements to give you the keys a few days in advance.
21. Once cleanup is completed and the keys are returned, I will tear up the deposit check or return it to you, if you prefer.