

NEIGHBORHOOD CLUB RENTAL RULES

Who Can Rent:

- The Neighborhood Club may be rented by **members only**.
- Member's account must be current in order to rent the club.
- 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.

Club Capacity: 120 people

Rental Fees:

Event Type 1—adult meetings, 25 people maximum (No caterer, no band, no bowling; no kids' or teen parties)

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

Examples: meetings of civic and social groups, such as book clubs, investment clubs, fantasy baseball leagues, soccer board meetings, etc.

Event Type 2—up to 50 people (No caterer, no band/entertainment)

Rental fee: \$100

Additional bowling fee: \$100

Examples: Kids' parties, dinner parties, family seders, cocktail parties, etc.

Event Type 3—50 to 120 people (No caterer, no band/entertainment)

Rental fee: \$200

Additional bowling fee: \$100

Event Type 4—50 to 120 people (Including caterer, and/or band/entertainment)

Rental fee: \$400

Additional bowling fee: \$100

For all rentals, a \$300.00 security deposit, refundable after key return, cleanup and trash removal, is required.

Tennis Season Restrictions (May 1 through September 30)

- During May and September, parties may begin every day at 6 pm. Set-up may occur before 9 am, between 1 and 3 pm during mid-day court maintenance, or after 6 pm.
- From June 1 to August 31, no parties can begin prior to 8 pm except on Saturdays, when they may begin at 6 pm. Set-up may occur before 9 am, between 1 and 3 pm during mid-day court maintenance, or after 8 pm (6 pm on Saturdays).
- From October 1-April 30, parties may be held at any time, and there are no restrictions on set-up time.

Reservations:

To schedule a rental, please contact Dianne Riley at tdnscriley@aol.com or 617/969-5605.

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 to Dianne Riley (66 Berkeley Street) along with two checks made out to "Neighborhood Club": one for the rental fee (see above) and the other for the \$300 deposit.

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

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 Dianne Riley (66 Berkeley Street) 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:

If you are planning to bowl, you will need to be in touch with Karen Fisher to get instructions and the key for bowling: (617) 969-7679 or karen@maintainnet.com.

Cleanup:

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 the Club is rented "as is."

You are responsible for cleaning before and after your event.

Cleanup Guidelines:

- Garbage Removal – You **must** 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 commercial, not residential, establishment).
- 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 food should be put or taken away.
- Chairs and folding tables must 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 tablecloths, please take them home and wash them.
- **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 there is **NO DRIVING OF VEHICLES ALLOWED ON THE TENNIS COURTS**. The renting member is fully responsible for ensuring that this does 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 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, the Security Deposit will automatically be forfeited, and additional fees may be imposed depending on the extent of the tennis court damage.**

Miscellaneous:

- No smoking, fires, or candles are allowed in the Club at any time.
- Special care should be taken not to stain the cushions in the bowling foyer or the 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).
- Please notify Dianne Riley immediately about any damage. Further information on the building is available at http://theneighborhoodclub.org/rental_docs/building_info.pdf
- 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
- Once cleanup is completed and the keys are returned, your security deposit check will be torn up and discarded or returned to you, whichever you prefer.

Revised May, 2008