

**SCOTCH HILLS RENTAL FORM**

**Parks & Recreation  
430 Park Avenue  
Scotch Plains, NJ 07076  
908 322-6700**

This facility is available for meetings, weddings, showers and social functions. A reservation form must be completed in full and returned to the Recreation Office together with the appropriate security within seventy-two hours of initial booking, otherwise the tentative booking will be cancelled. Rental fees must be paid a minimum of two weeks prior to function. Parties cancelled within two weeks of function will forfeit rental fee. No bookings will be accepted with less than two weeks notice.

The rules and regulations governing your permit are listed on the back of this permit form. We ask that you read them carefully prior to signing the agreement. It will be your responsibility to make sure all your guests are informed of these rules and that they abide by them. **Rentee must be present for the entire function or security will be forfeited.**

Today's Date \_\_\_\_\_

Name of Organization or Individual \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

**SCOTCH HILLS COUNTRY CLUB**

Ballroom (90 ppl)  Tucker Room (65 ppl)

Day of the Week \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_

Type of Function \_\_\_\_\_

Is alcohol being served?    yes     no     Number of attendees \_\_\_\_\_

Amount Due: \_\_\_\_\_ (Due two weeks prior to function)    Amount Paid: \_\_\_\_\_

Security Due: \_\_\_\_\_ (Due at time of reservation)    Security Paid: \_\_\_\_\_

Police Fee Due: \_\_\_\_\_ (Due two weeks prior to function)    Police Fee Paid: \_\_\_\_\_  
(Cash only)

I have read the rules, and regulations and ordinances of the Department and hereby agree to abide by and enforce them. I also agree to indemnify, defend and save harmless the Township of Scotch Plains, Recreation Commission, its agents, servants and employees and representatives from any and all damages of any kind or any nature arising out of any kind or any nature arising out of the use of facilities listed above and for which this permission is granted.

\_\_\_\_\_  
Signature of Individual or Group Leader

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Parks & Recreation Representative

## FACILITY PERMIT POLICIES

### APPLICATION FOR FACILITY USE

1. Group leader shall complete a facility form, provided by the Department, in duplicate.
2. Group leader must submit said form to Director for signature and approval. (permit is not valid unless
3. Original copy must be filed with department office. Copy to be retained by group leader.
4. Application for facility use should be made at least two weeks in advance.

### ISSUING OF PERMITS BY THE DEPARTMENT

1. Permits will be issued with time limitations noted. All parties must vacate premises by specified time. Permittee will be charged for any overtime wage payments or expenses incurred by the Commission because of permittee's failure to comply with these regulations.
2. The Department also reserves the following rights:
  - a. To require the permit applicant to deposit a cash bond as security to guarantee repairs to damaged facilities.
  - b. To require the permit applicant to employ a special officer for traffic or crowd control, whenever alcoholic beverages are to be served or when an affair includes music. Said officer shall be hired by the Commission but paid directly by Permittee.

### RESPONSIBILITIES OF PERMIT HOLDER

1. To relinquish rights to use facility at stated time on permit.
2. To have the copy of original permit readily available and must display upon request.
3. To be aware of Township ordinances and abide by them.

### SCOTCH HILLS FACILITY POLICIES

1. Smoking permitted in designated areas only.
2. No decorations may be taped, tacked, stapled or adhered to walls, beams, chandeliers, curtains, etc. by the rentee.
3. No rentals will be permitted after the hour of 1:00 a.m.
4. No alcoholic beverages shall be sold on the premises without special permit issued by the Alcoholic Beverage Control Board, State of NJ.
5. No monies are to be collected for any affair at the door of the Scotch Hills Country Club.
6. No disco-rock type dancing or square dancing will be permitted in the ballroom or elsewhere due to structural problems at Scotch Hills Country Club.
7. Permittee, as well as musicians, caterers and decorators, will not be allowed entrance to the building until fifteen minutes prior to contracted time. Permittee agrees to have all guests; invitees and other persons vacate the building prior to contracts stipulated time. All clean up, including removal of all caterers and musicians equipment and supplies, must be completed within the contracted time period.
8. Permittee assumes responsibility for any and all damage caused by the Permittee or permittee's guest, invitees, or other persons attending the function, whether in the banquet room or any other part of the building or grounds. Owner reserves the right to exclude or eject any and all persons from the function or the premises, without liability. Security deposit will be retained in its entirety, or amount of damage caused will be deducted from security and the balance returned to Permittee.
9. In the event of breach of this agreement by Permittee, owner reserves the right to cancel same without notice and without liability to Permittee. Amount deposited by Permittee for use of space shall be retained by the owner as and for liquidated damages, but this shall not preclude the owner from recovering any additional damages sustained by reason of any breach hereof.
10. This agreement is contingent upon the ability of the owner to perform the same, and is subject to strikes, labor disputes, accidents or other causes beyond its control, including inclement weather. In such event, owner shall not be liable beyond the amount paid for the use of facility.
11. In the event this agreement is signed in the name of a corporation, partnership, association, club or society, person signing contract represents to the owner that he or she has full authority to sign such contract, and in the event he or she is not authorized, he or she will be personally liable for the full performance of this contract. No minors may book Scotch Hills. If an adult books the premises and signs contract; he or she assumes all the responsibilities listed. Permittee must be present during entire affair.
12. If any individual or organization misrepresents type of affair to be held on Scotch Hills premises, attendant is empowered to cancel affair and require all persons in the building to leave. If a police officer is required any costs incurred for said police officer is the responsibility of rentee.
13. Permittee agrees that owner assumes no responsibility for the loss of any permittee's guests or permittee's personal property.
14. The Commission reserves the right to cancel any affair, which in its opinion does not meet the rules and regulations herein contained. The owner also reserves the right to cancel the agreement at any time by written notice given to Permittee if Permittee fails to meet conditions enumerated and/or does not pay required charges as due.
15. No Permittee shall engage in or shall allow, permit or suffer any person to perform any dancing or other entertainment in or on any part of the premises in a lewd, licentious, or lascivious manner.
16. A special policeman is required at all affairs where alcoholic beverages will be served. One policeman is needed at teenage parties. Policeman is to be hired by the Department, but rentee is responsible for payment of services via cash to the Township of Scotch Plains prior to the function. Hourly rates set by PBA.
17. **REFUND POLICY-** Upon cancellation of an affair prior to two weeks, the rental fee will be completely refunded, however the security deposit will not be refunded unless an event is booked on that date in its place. Cancellation within two weeks will result in loss of the rental fee. **All cancellations will result in a loss according to the current year's fee schedule from rentee's security deposit.**