



Shady Rest at Scotch Hills Country Club: RENTAL FEES

Monday - Thursday Meetings

	Scotch Plains Residents:	Non-Residents:
Before 4:00 pm (3 hr max)	\$75.00	\$85.00
After 4:00 pm (3 hr max)	\$90.00	\$100.00
Security Deposit (cash or check only)	\$50.00	\$100.00
Additional Time (per hour)	\$50.00	\$60.00
Cancellation Fee	\$75.00	\$150.00

Monday - Thursday Socials:

	Scotch Plains Residents:	Non-Residents:
Lacey Ballroom (65—150 guests, 5 hr max)	\$155.00	\$165.00
Tucker Room (0-65 guests, 5 hr max)	\$145.00	\$155.00
Security Deposit (cash or check only)	\$200.00	\$300.00
Additional Time (per hour)	\$50.00	\$60.00
Cancellation Fee	\$75.00	\$150.00

Friday - Sunday & Holiday Socials:

	Scotch Plains Residents:	Non-Residents:
Lacey + Tucker Rooms (150 guests, max 5hr)	\$425.00	\$475.00
Security Deposit (cash or check only)	\$200.00	\$300.00
Additional Time (per hour)	\$55.00	\$65.00
Cancellation Fee	\$75.00	\$150.00

Socials: rentals last up to 5 hours. This amount of time includes your event set-up and clean-up time. If you need extra time, please review the Additional Time fees presented above. All events must be over and cleaned up by 1:00 am, at the latest.

Special Officers: required to be present at any events serving alcohol or during any teenage events for the entire duration of your rental. Teenage events (Ex: Sweet Sixteen or graduation parties) must conclude prior to 6:00 pm. You must schedule an officer through Extra Duty Solutions and show proof of schedule 2 weeks prior to your event. The officer will cost \$56.25/per hour (less than 8 hours). Any renter who does not schedule an officer for these types of events will not be permitted to conduct the event and renters will forfeit their security deposit for breach of contract.

Security Deposits: must be paid by cash or check. If paying with a check, please make the check out to S.P.R.C. Security deposits will be returned 4-8 weeks after your event, provided you have not created any damage and have not been found in any breach of your contract. A Township of Scotch Plains check will be mailed to you from the Finance Department.





Shady Rest at Scotch Hills Country Club: RENTAL POLICIES

Shady Rest at Scotch Hills Country Club is available for meetings and social functions. A reservation form must be completed in full and returned to the Recreation Office. The reservation form and security deposit must be submitted within 72 hours of the initial booking. Otherwise, the tentative booking will be cancelled. Rental fees must be paid a minimum of 2 weeks prior to the event. Parties cancelled within 2 weeks of the event will forfeit the rental fee. No bookings will be accepted with less than 2 weeks of notice. Rules and regulations governing your permit are listed on the back of the permit form. Please read them carefully prior to signing the agreement. It will be your responsibility to make sure all of your guests are informed of these rules and regulations. The renter must be present for the duration of the event.

Please take special note of your contract time. You will be permitted to enter the facility 15 minutes prior to your rental time. All set-up/clean-up must be completed during the contracted time. It is the renter's responsibility to make sure all event guests arrive and evacuate the facility within the contracted time.

SECURITY DEPOSIT

Please refer to the rental fees to determine the amount the security deposit will require for your event. Security deposits will be returned 4-8 weeks after your event, provided you have not created any damage and have not been found in any breach of your contract. A Township of Scotch Plains check will be mailed to you from the Finance Department.

DECORATIONS

In order to preserve the facility's appearance, renters will not be permitted to attach decorations to the walls, beams, chandeliers, curtains, etc. Basic decorations may be placed on or draped over the fireplace and windows. Renters are responsible for restoring the facility to the condition in which it was found prior to the event. The building attendant will take inventory of the facility before and after each event. If any damages occur during the event, the renter will be responsible. Under no circumstances may the furniture in the foyer be moved.

NO SMOKING

Smoking is not permitted anywhere inside the building. Any group who does not abide by this policy will have their event closed down and will forfeit their security deposit.





Shady Rest at Scotch Hills Country Club: RENTAL FORM

The rules and regulations governing your permit are listed on the Facility Permit Policies form. Please read them carefully prior to signing the agreement. It will be your responsibility to make sure all guests are informed of and abide by these rules and regulations. The rentee must be present for the entire event or the security deposit will be forfeited.

Today's Date: _____

Name of Organization or Rentee: _____

Address: _____ City/State/Zip: _____

Email Address: _____ Phone #: _____

Scotch Plains Resident: Yes No

Event Date: _____ Event Day of the Week: _____

Event Time (including set-up & clean-up): _____ Total # of Guests Expected: _____

Alcohol Served: Yes No

If Alcohol Is Being Served: Special Officer is due to be scheduled 2 weeks prior to event date through Extra Duty Solutions. (information provided)

Security Deposit Amount: _____ (Due at the time of reservation)

Special Officer Fee: _____ (Due 2 Weeks Prior to Event)

Rental Fee: _____ (Due 2 Weeks Prior to Event)

I have read the rules, regulations and ordinances of the Recreation 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, employees, and representatives from any and all damages of any kind or any nature arising out of the use of facilities listed above and for which this permission is granted.

Signature of Rentee or Group Leader: _____ Date: _____

OFFICE USE ONLY:

Signature of Department of Parks and Recreation Representative: _____

Security Deposit Paid: _____
(date)

Special Officer Fee Paid: _____
(date)

Rental Fee: _____
(date)

Entered Into Facility Calendar: _____
(date)



Shady Rest at Scotch Hills Country Club: BUILDING USAGE AGREEMENT

I, _____, will be using Scotch Hills Country Club on
(First & Last Name)

_____/_____/_____ on behalf of _____.
(Date of Event) (Individual or organization)

I do hereby agree to the rules and regulations set forth by the Recreation Commission. Further, I will comply with the time frame as set forth in the contract.

The Building Attendant will contact the lessee when the rental time is coming to an end so the cleaning of the facility can begin. Utensils used by lessee, guests, caterers, musicians, etc. must be out of the building by the time the contract hour is reached.

I understand that if these rules are not followed, and I do not cooperate with the Building Attendant, the Recreation Commission has the right to retain my security deposit.

Signature of Lessee/Group Leader: _____

Date: ____/____/____

Return Completed Form To:
Scotch Plains Parks and Recreation
430 Park Avenue, Scotch Plains, NJ 07076
908-322-6700 x223
vkimble@scotchplainsnj.com



Shady Rest at Scotch Hills Country Club: SECURITY AGREEMENT

I, _____, having contracted for the use of Shady Rest at Scotch Hills Country Club, fully accept the conditions that are listed on the Shady Rest at Scotch Hills Country Club Rental Policy and Facility Permit Policies forms. I fully understand and agree that my security deposit will be forfeited if my usage of the facility does not abide by these rules and the following additions:

1. No entry will be permitted prior to ____:____ AM/PM (**15 minutes prior to start time**). This includes musicians, caterers, decorators, etc. Rentee must be present prior to group's admittance to the facility and must remain for the duration of the event.
2. No smoking in the facility.
3. No monies can be collected (Ex: tickets can't be sold at the event).
4. Tables and chairs in the Ballroom or the Tucker room may be rearranged. All furniture must be restored to original location before departure. The furniture in the foyer ca not be moved.
5. Children must be supervised by an adult at all times.
6. The facility must be vacated by the contracted hour of ____:____ AM/PM. All clean-up, as required by the building attendant, must be accomplished prior to this time. This includes removal of all caterers', musicians', decorators' equipment and supplies.
7. Group members are not permitted on the golf course unless specified in the contract.
8. At the start of the event, the building attendant will review the contract and give specific instructions regarding the use of the building. Following the building attendant's inspection at the conclusion of the event, rentee must sign the security release form. Payment for any damages incurred as a result of the rental will be the responsibility of the rentee.
9. A special police officer will be required for all parties at which alcoholic beverages will be served OR if it's a teenage party (Ex: "Sweet Sixteen"). This officer must be hired for the duration of the building contracted time until closing time of contract. **Police required from ____:____ AM/PM until ____:____ AM/PM**
10. 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.
11. If the event is cancelled by the rentee, the security deposit will be forfeited unless a replacement event is booked for the same corresponding date.

Signature: _____

Date: ____/____/____



Shady Rest at Scotch Hills Country Club: FACILITY PERMIT POLICIES

APPLICATION FOR FACILITY USE:

1. Group leader shall complete a facility form provided by the Recreation Department.
2. Group leader must submit the facility form to the Recreation Department for signature and approval.
3. Original copy must be filed with the Recreation Department and a copy will be retained by the group leader.
4. Application for facility use should be made at least 2 weeks in advance.

ISSUING OF PERMITS BY THE RECREATION DEPARTMENT:

1. Permits will be issued with time limitations noted. All parties must vacate the premises by the specified time. Permit applicant will be charged for any overtime wage payments or expenses incurred by the Recreation Commission because of the permit applicant's failure to comply with these regulations.
2. The Recreation Department also reserves the following rights:
 - To require the permit applicant to deposit a cash bond as security to guarantee repairs to damaged facilities.
 - To require the permit applicant to employ a special officer for traffic or crowd control whenever alcoholic beverages are served, whenever there is a teenage party (Ex: "Sweet Sixteen"), or when an event includes music. The officer shall be scheduled through Extra Duty Solutions

RESPONSIBILITIES OF PERMIT HOLDER:

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

SCOTCH HILLS FACILITY POLICIES:

1. Smoking is not permitted.
2. Decorations may not be adhered to the walls, beams, chandeliers, curtains, etc. in any way.
3. No rentals will be permitted after 1:00 AM
4. No alcoholic beverages shall be sold on the premises without a special permit issued by the Alcoholic Beverage Control (ABC) Board, State of New Jersey.
5. No monies are to be collected at the door during any events at this facility.
6. Due to structural concerns, no fast-paced dancing will be permitted in the ballroom. Any dancing or entertainment that occurs shall not be done in a lewd, licentious, or lascivious manner.
7. No one will be allowed to enter the building until 15 minutes prior to the contracted start time. All guests must vacate the facility prior to the contracted end time. This includes all clean-up, as well.
8. If there is any damage to the room or facility, the permit applicant must assume responsibility. The building attendant reserves the right to eject any guests from the premises without liability. The security deposit will be forfeited or the amount of damage caused will be deducted from the security deposit.
9. If there is a breach of this agreement, the Recreation Department reserves the right to cancel the event without notice and without liability. The security deposit will be forfeited.
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. The Recreation Department shall not be liable beyond the amount paid for the use of facility.
11. If this agreement is signed in the name of a corporation, club, society, etc., the person signing the contract represents having full authority to sign the contract. In the event that he/she is not authorized, he/she will be personally liable for the full performance of this contract. The person who signs the contract assumes all responsibilities listed. No minors may book an event. The person signing the contract must attend the event in its entirety.
12. If any individual/organization misrepresents the type of event being held, the building attendant is empowered to cancel the event and require all guests to leave. If a police officer is required to be present at the event, any costs incurred for the police officer is the responsibility of the permit applicant.
13. The permit applicant agrees that the Recreation Department assumes no responsibility for the loss of any event guests' personal property.
14. The Recreation Commission reserved the right to cancel any event, which in its opinion does not meet the rules and regulations herein contained. We also reserve the right to cancel the agreement at any time by written notice given to the permit applicant if he/she fails to meet conditions listed and/or does not pay required charges.

REFUND POLICY:

- If any event is cancelled 2 weeks prior to the event, the rental fee will be completely refunded but the security deposit will not be refunded unless an event is booked in its place. Cancellation within 2 weeks of the event will result in a loss of the rental fee. **All cancellations will result in a loss according to this year's fee schedule from the permit applicant's security deposit.**



Shady Rest at Scotch Hills Country Club: HOLD HARMLESS AGREEMENT

TOWNSHIP OF SCOTCH PLAINS

1. DEFINITIONS:

“I/WE/ME/MY” shall mean:

INDIVIDUAL

Name: _____

Address: _____

Phone Number: _____ - _____ - _____ Email Address: _____

(OR)

ORGANIZATION

Name of Organization: _____ C/O : _____

Address: _____

Phone Number: _____ - _____ - _____ Email Address: _____

(OR)

CORPORATION (IF APPLICABLE)

Name of Person Responsible: _____

Business Title: _____

Address: _____

Phone Number: _____ - _____ - _____ Email Address: _____

Business Phone Number: _____ - _____ - _____

“You/Yours” shall mean the Municipal Corporation known as the Township of Scotch Plains, its agents, servants, employees, or contractors.

2. GENERAL INFORMATION

Season: _____ Site: _____ Hours Needed: _____ (as specified by permit issued)

Describe the activity to be held:



Shady Rest at Scotch Hills Country Club: HOLD HARMLESS AGREEMENT

TOWNSHIP OF SCOTCH PLAINS

3. I sign this Hold Harmless as my voluntary act and, by this act, agree to hold You harmless and indemnify You from any claims, suits, or other actions arising from, caused by, or which are the alleged result of any act or omission of any organization, corporation, guest, invitee, licensee, visitor or other person present on the premises listed above in order to participate in, organize, assist, enjoy, supervise or, in any other way, further this activity to be held (as described above) on the date listed above.
4. I state that the activity listed above will not include the consumption of alcoholic beverage but, should any person described in paragraph No. 3 above consume or allow or permit others to consumer alcohol, then I agree to be bound by the terms of paragraph No. 5 below.
5. I state that the activity listed above will include the consumption of alcoholic beverages and that, because of such consumption, I have the following additional duties to perform for You related to the use of the site listed above:
 - A. that I am solely responsible for the dispensing and consuming of alcohol, including the prudent and responsible dispensing and consuming of alcohol by all persons involved in the activity described above, including, but not limited to, those persons described in Paragraph No. 3 above;
 - B. to acknowledge, by the signing of this Hold Harmless Agreement, that You have no authority, control, or participation in the dispensation or consuming of alcohol on the site and date listed above and that I will take no step(s), action(s), or measure(s), to convey the idea that You, in any way, have promoted, assisted, or participated in the dispensing and consuming of alcoholic beverages on the site and date listed above;
 - C. that I will now allow persons under the age of 21 to dispense or consume alcohol on the site during the activity to be held on Your property.
 - D. to comply with all municipal Ordinances relating to the consuming and/or dispensing of alcoholic beverages including, but not limited to, obtaining any necessary permits.



Shady Rest at Scotch Hills Country Club: HOLD HARMLESS AGREEMENT

TOWNSHIP OF SCOTCH PLAINS

6. I also agree that where the municipal officer signing this Hold Harmless Agreement on Your behalf feels I should provide to You a Certificate of Insurance and proof of existing “Special Events Insurance”, that I shall provide same to that municipal officer as soon as practicable and not less than 2 business days before the date of the planned activity. The appropriate municipal officer will check the below if this paragraph is applicable to the activity listed above.

Applicable Not Applicable

IN THE EVENT SAID CERTIFICATE OF INSURANCE IS NOT PROVIDED AS SET FORTH ABOVE, I RECOGNIZE THE EVENT MUST BE CANCELLED AND NOT BE HELD AS SCHEDULED.

7. (Applicable to Corporations Only) I also agree that I am obligated to reimburse You for all reasonable attorney’s fees and costs incurred by You to enforce the terms of this Hold Harmless Agreement or to defend You against claim, suit, demand for subrogation, or other action which a Court of Competent jurisdiction later determined by final order or judgement should have been defended by Me and My sole cost and expense pursuant to this Hold Harmless Agreement.

8. LEGAL SIGNATURE

A. Individual: _____ on behalf of: _____
(Organization)

(OR)

Corporation: _____ Title: _____

B. Municipality: _____ Title: _____

(IF A CORPORATION, CORPORATE ACKNOWLEDGEMENT IS TO ATTACHED HERETO)



Shady Rest at Scotch Hills Country Club: DIRECTIONS

Address: 820 Jerusalem Road, Scotch Plains, NJ 07076

FROM TURNPIKE

Turnpike to Exit 14 - Follow signs to 78 WEST. Take 78 WEST to Exit 41 (Scotch Plains), right off ramp. Take to end and make a right onto Bonnie Burn Road. Take to 2nd light then make a right. Take ramp over Route 22. Stay in the right lane. Turn left onto Mountain Avenue. Make a right onto Jerusalem Road. Follow Jerusalem Road to the golf course on the right hand side at the top of the hill.

78 EAST

78 EAST to Exit 41 (Scotch Plains) and take a left at the end of the ramp. Follow to the end and make a right onto Bonnie Burn Road. Take to 2nd light then make a right. Take ramp over Route 22. Stay in the right lane. Turn left onto Mountain Avenue. Make a right onto Jerusalem Road. Follow Jerusalem Road to the golf course on the right hand side at the top of the hill.

ROUTE 22 EAST

From Route 22 EAST, make a right onto Park Avenue (1st turn past Snuffy's Restaurant). Make a left at the first light onto Mountain Avenue. Make a right onto Jerusalem Road then follow to the golf course on the right hand side at the top of the hill.

ROUTE 22 WEST

From Route 22 WEST, take the Mountain/Glenside Avenue exit. Follow the jughandle and cross over the highway. Make a right onto Mountain Avenue. Make a left onto Jerusalem Road. Follow Jerusalem Road to the golf course on the right hand side at the top of the hill.

PARKWAY SOUTH

From Parkway SOUTH, take Exit 142 for 78 EAST. From 78 EAST, take a left at the end of the ramp. Follow to the end and make a right onto Bonnie Burn Road. Take to 2nd light then make a right. Take ramp over Route 22. Stay in the right lane. Turn left onto Mountain Avenue. Make a right onto Jerusalem Road. Follow Jerusalem Road to the golf course on the right hand side at the top of the hill.

PARKWAY NORTH

Take Parkway NORTH to Exit 135 (Clark/Westfield) and stay to the left on exit ramp. Go around the circle and follow signs to Westfield Central Avenue. Make a left onto Raritan Road and go through 2 lights. Make a right onto Lake Avenue (across from Rotundos liquor store). Lake Avenue will turn into Martine Avenue and then will turn into Park Avenue. Continue until you have reached the downtown area of Scotch Plains. Make a right onto Westfield Avenue (CVS on the corner). Follow Westfield Avenue around the bend and it will turn into Plainfield Avenue. You will see the golf course on the left. Make a left onto Jerusalem Road.