

**CLUB ROOM RENTAL AGREEMENT/GUIDELINES**

**JERSEY COAST SHARK ANGLERS/RIVIERA BEACH BOAT CLUB  
385 HERBERTSVILLE RD.  
BRICK, NJ 08724 732-840-1999**

**CALL 732-840-1999 FOR OPENINGS AND ARRANGEMENTS**

**DATE:** \_\_\_\_\_

**MEMBERS NAME:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_ **PHONE #** \_\_\_\_\_

**CONTACT PERSON:** \_\_\_\_\_ **PHONE #** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**RENTAL DATE:** \_\_\_\_\_ **HOURS:** \_\_\_\_\_ **# OF GUESTS:** \_\_\_\_\_

**OCCASION:** \_\_\_\_\_ **# OF BARTENDERS:** \_\_\_\_\_

**RENTAL FEE: \$300 BARTENDER FEE: \$75**

**OVER SEVENTY-FIVE (75) PEOPLE AND UP TO A MAXIMUM OF 100 PEOPLE, OVER 75 PEOPLE REQUIRES AN ADDITIONAL BARTENDER.**

**BAR OPTIONS: CASH BAR – OPEN BAR – BEER/WINE/SODA**

**SECURITY DEPOSIT - CASH IN THE AMOUNT OF \$100 WILL BE REFUNDED UPON INSPECTION BY BAR STAFF.**

**DEPOSIT OF \$100 (NON-REFUNDABLE) DUE WITHIN 14 DAYS OF EVENT ALONG WITH SIGNED CONTRACT.**

**FINAL PAYMENT DUE WITHIN 14 DAYS PRIOR TO EVENT.**

**CASH BAR: BAR CO-CHAIRMAN MUST BE INFORMED 2 DAYS PRIOR TO EVENT. FEES FOR THE CASH BAR TO BE PAID TO BARTENDER AT THE CONCLUSION OF THE EVENT. IF PAID BY CHECK, IT IS TO BE PAID TO THE ORDER OF: RBBC**

**IT IS MUTUALLY AGREED TO, THAT THE SPONSORING MEMBER IS SOLELY RESPONSIBLE FOR THE CONDITION OF THE CLUB ROOM AND HAS READ AND UNDERSTANDS THE JCSA/RBBC CLUB AGREEMENT AND GUIDELINES**

**MEMBERS SIGNATURE:** \_\_\_\_\_

**PRINT NAME:**  
\_\_\_\_\_

**PLEASE RETURN APPLICATION TO JCSA**

**CHECKS FOR HALL MADE PAYABLE TO: JCSA  
CHECKS FOR BAR BILL MADE PAYABLE TO: RBBC**

## CLUB ROOM RENTAL AGREEMENT/GUIDES

### 1. The Club Room May Be Rented By:

- A. The Club Room is available for rental by JCSA Members only.
- B. Members may rent the Club Room for a nonmember (friend, relative, etc.) providing that the member attends at the function (from the beginning to the end)
- C. Rental is limited to Club Room and does not include member bar or facilities.

### 2. The Club Room Is Available for Rental From:

- A. The Club Room may be rented in times of four hours.
- B. Under no circumstances may any rental extend beyond midnight.

### 3. Other Fees:

#### A. Bartender Fees:

- 1. Bartenders will be provided by the club: One (1) bartender up to Seventy-five (75) people. Over seventy-five (75) people and up to a maximum of 100 people requires an additional bartender at an additional cost of \$75.00.
- 2. Bartenders are scheduled by the Bar Co-Chairman
- 3. Cost of \$ 75.00 per four (4) hour shift per bartender.

### 4. Damage Fees:

- A. The sponsoring JCSA MEMBER agrees that by signing this agreement, to reimburse JCSA any and all damage to the Club Room or any of the Facilities incurred as a result of the rental to be determined by the Bar Co-Chairman
- B. The cost of such damage will be assessed at replacement value.

### 5. The Club Room is not available for the following:

- A. Bachelor or Bachelorette parties
- B. Any unsupervised "teenage party" A responsible adult JCSA member must be in attendance at all times.
- C. One (1) adult for every ten (10) teenagers is mandatory.

## **6. Liquor/Bar Requirements:**

- A. The Club Bar Committee will supply all beverages for all rental occasions.**
- B. NO BEVERAGES.... Alcoholic/Non-Alcoholic may be brought into Club premises.**
- C. No Alcohol may be removed any time, under any circumstances from Club premises.**
- D. Setups are not allowed.**
- E. Cash bar can be arranged through the Bar Co-Chairman**

## **7. Decorating Guidelines:**

- A. Staples, tacks tape, or other adhesive is prohibited on the walls, ceiling and painted surfaces of the Club Room. Please consult the Bar Co-Chairperson for approval on decorating plans. Only table-top decorations permitted.**

## **8. Caterers Responsibility:**

- A. Caterer must supply their own equipment: utensils, pots, plates, caps, silverware, trash bags, foil, plastic wrap, etc. and must remove all garbage to the dumpster.**
- B. Damage to the kitchen or missing equipment will be charged to the JCSA member sponsoring the event. Damage to be determined by the BAR CO-CHAIRMAN.**
- C. A \$100.00 Fee is required for Caterer who prepares food on premises.**

## **9. General Guidelines:**

- A. No animals, (except seeing-eye dogs) are permitted inside the Club Room at any time.**
- B. All rentals are required to have a minimum of one (1) bartender, even if no alcohol is to be served. (\$75.00) per function**
- C. Renter must gain access to Club Room from Bar Co-Chairman.**
- D. Everything brought in for the rental party, food, cake, milk warmers, etc. must be completely removed from the refrigerator, freezer, and kitchen at the end of the party.**
- E. Sponsoring Club Member will be called the next morning to clean out any items left at the Club.**
- F. Members using the Club Room for parties should be considerate of the next Member's affair.**
- G. Rental facilities are to be left in the same condition as found.**

## **SUGGESTED CHECKLIST OF ITEMS FOR HALL RENTERS**

**\*TABLECLOTHS: the tables are 60" round and tablecloths should be 84" or larger.**

**\*TABLECLOTHS FOR BUFFET TABLES: the tables are 30" wide by 8 foot long.**

**\*PLATES, SILVERWARE AND NAPKINS \*CHAMPAGNE FLUTES (if champagne was ordered through the lounge) OR OTHER FANCY BARWARE.**

**\*SERVING SPOONS FOR BUFFET.**

**\*COFFEE POTS, CUPS, SUGAR, SWEETENER COFFEE, TEA, MILK AND/OR CREAMERS.**

**\*SALT AND PEPPER.**

**\*KNIFE FOR CUTTING BREADS OR CAKES. \*ALUMINUM FOIL, PLASTIC WRAP AND PLASTIC FOOD CONTAINERS, OR BAGGIES.**

**\*PAPER TOWELS AND DISH SOAP.**

**\*SPONGES AND BRILLO.**

**\*COOKING UTENSILS.**

**\*POTS, PANS AND POTHOLDERS.**

**\*TRASH BAGS.**

**\*\* THE CLUB MEMBER RENTING THE HALL CAN SIGN OUT THE CHAFING RACKS IF NEEDED. BUT WILL STILL NEED TO BRING STERNOS AND TINS.**

***THANK YOU FOR USING OUR CLUB ROOM. HAVE A GREAT PARTY!***

**Revised: December 2019 and Adopted by E-BOARD January 2020**