

VASSAR SQUARE PARTY ROOM/PRIVATE VENUE RESERVATION AGREEMENT

Owner or Resident (Lessee) Information

Name: _____

Date: _____ Unit # _____

Phone Number: _____

Email: _____

You must call the management office to make sure the date of your event is available.

Reservation agreement and payment must be sent to the management office to secure your event date.

This agreement is for the use of the Party Room/Private Venue at Vassar Square Condominium Association, dated this ____ (day) of, ____ (month), ____ (year), Vassar Square Condominium Association and ____ (Lessee), (a resident of Vassar Square Condominium Association) residing at _____.

The Lessee will utilize the Party Room/Private Venue for a private function on _____, 2024 between the hours of _____. The purpose of the event is a _____ (birthday, shower, party, etc.) and must not be attended by more than one hundred people (maximum). The total number of guests expected is _____.

The Association hereby permits the Lessee use of the Party Room/Private Venue, and this executed Agreement confirms the reservation made for _____, 2024 during the hours of _____ and _____ (no later than 12:00 A.M.) for the event noted above.

1. Lessee is an adult (over the age of 21) and a member in good standing of Vassar Square Condominium Association. Lessee accepts full responsibility for the actions of his/her guests, and anyone associated with this event. Lessee agrees to attend all times during event.
2. Lessee shall assume risk of injury, accident, disability, loss of personal possessions as well as loss or damage to property belonging to Vassar Square Condominium Association. Lessee and guests hereby release Vassar Square Condominium Association and CAMCO Management and forfeit all claims against Vassar Square Condominium Association and CAMCO Management from any liabilities for personal injury or property damage. **Lessee shall confer with his/her insurance agent regarding coverage for the planned affair and a Certificate of Insurance must be provided to Management prior to your event, depicting adequate insurance coverage.**
3. **Prior to the rental date, caterers must provide a Certificate of Insurance to the Association's Manager (CAMCO Management). Such Certificate is to include evidence of liquor liability coverage if liquor is to be served. The Association reserves the right to prohibit caterers based upon previous performance.**
4. Lessee hereby agrees to the removal of all additional equipment, food, beverages, and the disposal of trash, etc. immediately after the event. Rented furniture must be removed by 10:00 A.M. the following day. Any food or beverages left in the refrigerator will be disposed of without notice. Both restrooms must also be in a clean and neat order as Lessee received.
5. If the Lessee leaves any part of the Party Room/Private Venue needing attention with damages (inside and on the surrounding grounds), all costs necessary to correct the issue/s will be the responsibility of the Lessee.
6. The Party Room/Private Venue will be available one (1) hour prior to the event for set up purposes and one (1) hour after the event for cleanup.
7. Under no circumstances should the Party Room/Private Venue furniture be removed or rearranged for the event, without authorization from the Manager.
8. The contents of the kitchen cabinets are the property of Management/Residents and are not for use.



9. **Lessee hereby deposits two (2) checks with the Association's management as follows: \$325.00 RENTAL FEE for a private event and \$250.00 for a security deposit provided in advance. Checks payable to Vassar Square Condominium Association.**
If added cleaning beyond vacuuming and dusting is required, or if any damages have resulted in charges, those amounts will be billed or deducted from the security deposit. Additional damages will be evaluated and charged if necessary. If any damage exceeds the security deposit amount, Lessee agrees to reimburse the Association the total amount. If it is necessary to interrupt the event for excessive noise or inappropriate behavior which includes uncontrolled behavior, the entire \$250 security deposit will be forfeited.
10. Association management reserves the right to terminate the scheduled event at any time and at the sole discretion of the Association management if the event is violating the quiet enjoyment of any owner or resident, or the Lessee is in violation of any of the terms of this agreement.
11. Association may choose to reserve the party room for Vassar Square Members of the Association to utilize the party room on civic events, specific religious holidays, Atlantic City Airshow etc. Private rentals **may not** be available on those yearly dates.
12. It is understood and agreed that the Lessee will not charge guests to gain entrance to the referenced event and while alcoholic beverages are permitted during your event, you may not sell alcoholic beverages.
13. No decorations may be affixed to the ceiling, walls, light fixtures, smoke alarms, sprinkler heads or fire alarm pull stations.
14. **The outside lounge, fitness room, and pool are not part of this agreement and cannot be utilized by any other resident during the event. Exclusive use of the parking lot is not provided with the Party Room/Private Venue reservation.**
15. No amplified live bands are allowed. No Disc Jockey after 11:00 p.m.
16. No Smoking is permitted in the Party Room/Private Venue or any other communal areas (i.e., sundeck, hallways, bathrooms, etc.). Vassar Square is a smoke-free building. Smoking is prohibited.
17. All persons attending the private function cannot park their own vehicle at Vassar Square. Only Vassar Valet personal shall park vehicles in the areas appointed for the Party Room/Private Venue. If there are not parking spots available, persons attending the private event will need make other arrangements for their transportation or park their vehicle on permitted main street parking.
18. The Lessee shall be responsible for ensuring that the grounds surrounding the Party Room/Private Venue, including the parking lot, are free from litter, refuse and debris created because of use of the event.
19. The Lessee agrees that not more than one hundred (maximum occupancy) people are permitted to attend the function.

Owner/Resident/Lessee

Date

Association Management

Date

If you cannot drop off at the onsite manager's office at Vassar Square, you can sign the agreement and send the agreement, Certificate(s) of Insurance, and two checks made payable to: Vassar Square Condominium Association, c/o CAMCO Management, 501 Office Center Drive, Suite 220 Ft. Washington, PA 19034

For Management Use Only: Two checks: \$325 RENTAL FEE * \$250 SECURITY DEPOSIT

Date received _____

Deductions: _____ **Damages:** _____ **Returned:** _____ **Charges:** _____

Vassar Square Condominium Association. 4800 Boardwalk, Ventnor, NJ 08406 | Phone 609-822-1123 | Fax 609-822-8896
General Building Manager – Melanie Lorenz | Email – mlorenz@camcomgmt.com

