



Private Party Reservation Form

Member Name: _____ Phone: _____

Date of Party: _____ Day of Week: _____

Reason for Party: _____

Number of Party Attendees: _____

Name and Phone Number of Lifeguard Hired:

ACCEPTANCE OF YOUR RESERVATION IS CONDITIONAL, SUBJECT TO PAYMENT OF YOUR CLEANUP DEPOSIT AND COMPLIANCE WITH ALL RULES AND REQUIREMENTS IN THIS PRIVATE PARTY RESERVATION FORM AND THIS PRIVATE PARTY PACKET. AMONG THESE ARE:

1. You are required to hire a lifeguard for the duration of your party. At least two (2) weeks prior to your party, you must provide the party reservation chairperson with a signed copy of the lifeguard acknowledgment in this Private Party Packet and satisfactory evidence of the required American Red Cross lifesaving and CPR certifications. **No party may be held without hiring a lifeguard and receipt of such evidence for that lifeguard unless the “Acknowledgment Concerning Lifeguards at Private Parties – No Lifeguard Available or Required” is completed and signed by you and one of the Board officers named on the Acknowledgement.**
2. You are solely responsible for ensuring compliance with the Lifeguard Rules for Private Parties (a copy of which is in this Private Party Packet).
3. You must pay (by check made out to the Sunset Lake Association at the time of making this reservation) a \$50 cleanup deposit (which will be refunded if all rules and requirements are complied with).
4. You must clean up satisfactorily after your party, as determined by the party reservation chairperson (or their designee). A Private Party Cleanup Checklist is provided in this Private Party Packet and represents the minimum required cleanup for your party. Your signed Private Party Cleanup Checklist must be returned to the party reservation chairperson (or their designee) within twenty-four (24) hours of the scheduled end of your party.
5. You may only set up for your party on the morning of the party (or, if there is a prior party on that day, following completion of that party), and must complete clean up by the earlier of (i) two (2) hours prior to the start of the next party or (ii) 10:00 a.m. the following day.



6. Keys for the clubhouse and parking lot gate can be made available to you the evening before your party; it is your responsibility to arrange a pick-up time with the party reservation chairperson (or their designee) to get the keys. Keys must be returned within twenty-four (24) hours of the scheduled end of your party. A seventy-five dollar (\$75.00) fee will be charged for lost keys, separate from your cleanup deposit.
7. The key for the parking lot gate fits into a silver lock on the vertical support for the gate's moveable arm (on the left side of the gate as you are entering the parking lot). This key will override the gate card reader and lift the moveable arm for about three hours. The key should be used only one time. The fixed arm on the right side of the gate as you are entering the parking lot should NOT be used in any way; doing so may break the arm. If you have guests who may arrive after the moveable arm returns to its normal position three hours after opening it, give them the phone number for the clubhouse (908-658-3125) and have them call when they arrive at the gate. You can then open the gate for about two minutes to let them enter the parking lot by using the switch on the wall in the clubhouse toward the ovens.
8. All Private Party Rules and Beach Rules (copies of which are in this Private Party Packet) must be followed.
9. The setup for your food service must be at the clubhouse, not on the beach.
10. THE BEACH, CLUBHOUSE, BATHROOMS, PLAYGROUND, PARKING LOT AND ALL OTHER ASSOCIATION FACILITIES ARE OPEN TO ALL MEMBERS, EVEN DURING YOUR PRIVATE PARTY. PLEASE BE CONSIDERATE OF MEMBERS WHO ARE USING THE PREMISES AT THE SAME TIME.

I acknowledge receipt of the Private Party Packet and agree to comply with all rules and requirements it contains. **I UNDERSTAND THAT, WITHOUT LIMITATION ON ANY OTHER RIGHTS THE ASSOCIATION MAY HAVE, FAILURE TO COMPLY WITH THESE RULES AND REQUIREMENTS MAY LEAD TO SUSPENSION OR REVOCATION OF ASSOCIATION MEMBERSHIP PRIVILEGES AND ALL OTHER PENALTIES PROVIDED BY THE ASSOCIATION'S BYLAWS, AT THE BOARD'S DISCRETION.**

Acknowledged and Agreed:

Print Name

Date