

SCOTCH PLAINS RECREATION COMMISSION  
430 Park Avenue  
Scotch Plains, NJ 07076

**SCOTCH HILLS RENTAL POLICY**

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 the 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.

**RENTAL FEE: PAYABLE TO: SPRC POLICE FEE: CASH ONLY: \$220**

<b>Weekdays</b>	<b>2011</b>	<b>2011</b>
<u>Meetings</u>	<u>Residents</u>	<u>Non-Residents</u>
Mornings or afternoons prior to 4:00 p.m.	\$ 75.00	\$ 85.00
Evenings after 4:00 p.m.	\$ 90.00	\$ 100.00
 <b>Socials</b>		
Lacey Ballroom	\$ 155.00	\$ 165.00
Tucker Room	\$ 145.00	\$ 155.00
Additional Time	\$ 50.00	\$ 60.00
 <b><u>Weekends and Holidays</u></b> (Friday, Saturday, Sunday)		
Socials (Entire Facility)	\$ 425.00	\$ 475.00
Additional Time	\$ 55.00	\$ 65.00
 <b><u>Security</u></b>		
Socials	\$ 200.00	\$ 300.00
Weekday Meetings	\$ 50.00	\$ 100.00
Cancellation Penalty	\$ 75.00	\$ 150.00

**NO SMOKING POLICY**

Smoking will not be permitted in any area of the clubhouse. Any group who does not abide by the "No-Smoking" policy will have their affair closed down and will forfeit their security deposit.

**DECORATIONS**

In order to try to maintain the facility's appearance, rentee's will not be permitted to tape, staple or adhere decorations to the walls, beams, chandeliers, curtains, etc. Basic decorations may be placed on or draped over the fireplace and windows. Rentee's are responsible for restoring the facility to the condition in which they found it. The building attendant will take inventory of the facility before and after your affair. We urge you and your guests to be neat and orderly and to treat the facility as you would your own home. You will be responsible for any damages, which occurred, during your party. No organized activities requiring the use of the tables and chairs will be permitted in the foyer room. A table for guest check-in only will be allowed. Under no circumstances may the furniture placed in the foyer be moved.

**SECURITY DEPOSITS**

Security deposits will be refunded following your party, provided you have not created any damage and have not been found in breach of your contract. The Finance Department will mail you a Township check. Please take special note of your contract time. You will be permitted entry to the facility 15 minutes prior to your rental time. All decorating, caterer deliveries and removal of food utensils, musician set-up and take down, facility clean up and restoration must be completed during the contracted time. It is the responsibility of the rentee to make sure that all of the above do not arrive prior to the contracted time and are evacuated from the premises prior to your contracted time. Groups not abiding by the specified contracted time will be considered in breach of contract resulting in the loss of the entire security.

**SPECIAL OFFICER**

A special policeman is required to be present at all parties at which alcoholic beverages are to be served. The Department shall hire said officer. Payment is to be made to the Recreation Office at least two weeks in advance of your function in the form of cash. Any rentee not requesting a policeman for the above type parties will not be permitted to conduct their function. Rentee will forfeit their security for breach of contract.

The Commission holds the right to refuse a rental if it is not deemed in the best interest of the building's use.