

Seneca Lake Club

PO Box 505, Sparta, NJ 07871

SENECA LAKE BEACH PARTY RULES, APPLICATION AND EXIT CHECKLIST

Parties may be requested and held by members of the Seneca Lake Club. Reservations can be made per the following conditions (conditions are subject to change without notice):

- Party requests may only be made by Seneca Lake Club members in good standing.
- There is no charge for members to host parties at the beach. However, a refundable security deposit is required.
- The beach may not be reserved for money-making or fund-raising activities.
- Seneca Lake Club does not employ lifeguards. All swimming is AT YOUR OWN RISK.
- All parties are limited to 50 people.
- All parties are approved by the Seneca Lake Board of Trustees.
- Reservation requests
 - Must be made in writing and sent to Tammy Crimando at tammtlc@earthlink.net
 - A party request is not a guarantee that the party date/time will be available. All dates/times are assigned on a first-come, first-served basis. Confirmed parties are posted on the calendar at senecalakeclub.org.
 - Once a request date is confirmed to be available, the Party application must be filled out and returned to Tammy
 - There is no charge for members to utilize the beach area and pavilion for a party. However, a refundable security deposit of \$150 is required for all parties.
 - Completed party applications and security deposits written to Seneca Lake Club should be sent to Tammy Crimando, 107 Seneca Lake Road, Sparta, NJ 07871.
- Security deposits will be returned after verification that the party site has been left in satisfactory condition. A post party checklist is provided to assist in what is expected
- Hosts will forfeit deposit if the entire beach area, pavilion, bathrooms, and parking areas are not cleaned to a satisfactory condition, with all trash, recyclable material, decorations, etc. properly disposed of.
- If you host a Party on Sunday, please sign up for weekly trash disposal via Signup Genius
- **Trash and recycling must be disposed of properly. Failure to do so will result in forfeiture of your deposit. Ensure that recycling rules are followed**
 - No mixing of garbage and recycling.
 - Containers for both are provided. The garbage and recycling bags that fit the cans are provided for party hosts and can be found in the plastic set of drawers immediately inside the garage on the right. Please use those bags for all trash and recycling. Clear bags for Recycling – Black Garbage Bags for Regular garbage.

- **Trash disposal for Saturday Events – After your event has concluded**
 - Take your trash and recycling home or bag it properly and insert it into the trash containers in the garage, then return Sunday to take the containers curbside
 - Tie used trash/recycle in a tight knot and insert into one of the garage receptacles
 - Trash must be put in garbage cans until collection to avoid animal intrusion and bag leakage issues.
 - DO NOT leave filled trash/recycle bags on the garage floor
 - Put new bag(s) into the empty can(s) and place outside of pavilion so they are ready for the next member's use.
 - Clear bags for Recycling – Black Garbage Bags for Regular garbage.
- **Trash disposal for Sunday Events – After your event has concluded**
 - Recycling must be removed from Blue RECYCLING container, tied in a secure knot, and placed curbside.
 - Trash should be taken curbside and must remain in garbage cans until collection to avoid animal intrusion and bag leakage issues.
- **Fire Permits** – The NJ Department of Environmental protection requires all fires on Seneca Lake Club property follow strict guidelines. Any fires planned for an event requires written preapproval from the Seneca Lake Club Board. The fire Permit form can be found on the club Party Application

Application for Use of Seneca Lake Club facilities for Private Party

I have read and agree to abide by the Seneca Lake Club Beach Party Rules which govern the use of the Seneca Lake Club property for private party purposes.

I understand that if I fail to comply with these rules, I could lose both my deposit as well as any future party privileges. I accept full responsibility for all damages, whether related to personal injuries or property damage, which occur during, arise from, or relate to the private function which I am hosting, which I will supervise, and for which I have submitted this application. Without limiting the foregoing, I further agree to indemnify and hold harmless (including legal fees and litigation related expenses), the Seneca Lake Club Inc. and its officers, directors, agents, and employees from and against any damages, claims, liabilities, and expenses.

I accept full responsibility for any damage that might occur as a result of the beach function for which I am hosting and for which I am applying.

NAME (Please Print) _____

ADDRESS: _____

PHONE: _____ EMAIL ADDRESS: _____

DATE REQUESTED FOR PARTY: _____

START TIME: _____ END TIME: _____

NUMBR OF PEOPLE EXPECTED: _____

DESCRIPTION OF INTENDED USE (i.e., swimming, grilling, volleyball etc.)

Will you be using the fire ring for a fire? Y__ N__ If yes, complete a Fire Permit request.

SIGNED: _____

DATE: _____

For Trustee Use:

Reviewed by: _____

Dated: _____

Checklist for Seneca Lake Club Beach Club

Prior to your Event

Take Photo of area so that you can return items to their original location

Check the gas level of the Grill.

Day of your Event

You may rearrange tables as needed for seating

Do not move the Grill from its location on the patio.

Grill utensils are not provided. Please bring your own.

Replace garbage/recycling bags as needed and alert guests to use the correct receptacle to toss their trash and re-cycle items. Be sure to securely tie bags for recycling and garbage throughout the event. There are plenty of bags so there is no need to overfill them.

After your Event

Initial each item indicating you have completed that task

_____ Tables and chairs have been returned to their original locations (refer to your photo if needed)

_____ Beach and surrounding areas have been cleared of trash and items left behind (including trash items that need to make their way to appropriate receptacle)

_____ Beach toys have been returned to the toy box and the toy box lid is securely closed

_____ Bathrooms have been wiped and paper products and soap re-supplied

_____ **Trash**

- **For Saturday Events – take trash/recycle home or tie bags in a knot and place in receptacles in the garage. Return Sunday and put curbside for Monday pickup. Put new bags in the trash and re-cycle containers that were emptied.**
- **For Sunday Events – tie all bags in a tight knot and take trash container and recycle bags without container to the curbside for Monday pickup.**

_____ Grill has been cleaned

_____ Propane level after your use: Full _____ ½ Full _____ Empty _____

_____ Lights and fan are turned off

_____ Garage door is closed and locked

Please submit your completed checklist to the Seneca Lake Club Party Coordinator. Once we have completed an inspection of the site, your deposit check will be returned to you unless it is found that one or more of the above “After Event” items were not completed which will result in forfeiture of your deposit. The Party coordinator will communicate with you on that outcome.