

## Red Dragon Canoe Club Rental Application



### RED DRAGON CANOE CLUB

A not for profit corporation

221 Edgewater Avenue  
Edgewater Park, NJ 08010  
609-387-9847

Welcome to the Red Dragon Canoe Club. We are delighted that you have chosen our historic Red Dragon Canoe Club for your affair. Attached are the rules and regulations for your rental along with a fee schedule and receipt and release. The Clubhouse contains many antique artifacts and it is for this reason that we strongly suggest that you have enough help and/or security on hand to avoid any damage to the Clubhouse, the contents or the grounds.

As a renter or member/sponsor, you will be held personally responsible for any damage, theft or injury to or on the Club property. No smoking or open flames (ie: candles) are permitted inside the house. It is your responsibility that any music or other entertainment on the premises shall be of the volume that does not disturb the neighbors. **All music outside the Clubhouse is to cease at 9:00 P. M. with no exceptions.** No one is to venture onto or near any of the neighboring properties for any reason.

The rental of the Clubhouse does **not include the waterfront**. Accordingly, members of the Club have the right to be present on the waterfront, using the waterfront facilities at all times. They also are allowed to use the restroom facilities at all times, but are instructed to do so in such a way as not to disturb the on-going affair.

We hope your affair is successful and a good time is had by all. If you have any questions regarding the enclosed material, please do not hesitate to contact me directly.

Very truly yours,

*Michelle Visitacion*

Vice Commodore

402 North Garden Blvd.  
Edgewater Park, NJ. 08010

mvisitacion@hibbertgroup.com  
609-304-2550

**Red Dragon Canoe Club Rental Application**

Name: \_\_\_\_\_ Date of application: \_\_\_\_\_

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

E-mail: \_\_\_\_\_

Preferred Phone: \_\_\_\_\_ Secondary Phone: \_\_\_\_\_

Date & Time Duration requested\*: \_\_\_\_\_ (Including Set-up & Clean-up)

\*Events greater than 8 hours, are subject to additional fees unless specified

Type of event (wedding, picnic...) \_\_\_\_\_

Red Dragon Member (Sponsor): \_\_\_\_\_ Phone: \_\_\_\_\_

- Will alcohol be served? -----
  - *If alcohol is served, an Insurance Liability policy must be provided to the RDCC's Vice Commodore 10 days prior to the rental date*
- Do you wish to erect a tent or canopy? \_\_\_\_\_ (Please review Canopy/Tent Addendum )
- \_\_\_\_\_  
Do you intend to use a caterer? ----- (If yes, please provide name, address, and phone number)

**Applicant, Organization and sponsoring member are responsible for any damages to the Red Dragon Canoe Club property including but not limited to Clubhouse facility, Clubhouse contents, and Grounds.**

Renter signature: \_\_\_\_\_ Date \_\_\_\_\_

Vice Commodore signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Red Dragon Canoe Club Rental Application

### Event Fee Schedule

<b># of Guests</b>	<b>Fee</b>	<b>- 25% Discount</b>	<b>- 50% Discount</b>	<b>Security</b>	<b>Comments</b>
Weekday Meeting	\$40	\$30	\$20	N/C	Non-social event < 4 hrs
1-20	\$80	\$60	\$40	\$50	Up to 4 additional guests at \$5/each
21 – 50	\$200	\$150	\$100	\$150	Up to 4 additional guests at \$5/each
51 – 75	\$500	\$375	\$250	\$250	Up to 4 additional guests at \$5/each
76 – 100	\$750	\$560	\$375	\$375	Up to 4 additional guests at \$5/each
101– 200	\$1000	\$750	\$500	\$600	Not to exceed 200 Guests; Includes 2 day access unless specified
*Events lasting greater than 1 day (8 hours), may be subject to additional fees or deducted from the Security Deposit if not addressed in advance					
Active members = 50% Discount			All other member status = 25% Discount		

### Canopy/Tent Fees

If a tent or canopy is erected on the Club grounds, an additional rental fee of \$100.00 for the first two (2) days is required and a \$50.00 fee for each additional day will be charged, (*see Canopy/Tent Addendum disclosure*).

### Security Deposit Status

All damage deposits will be determined at the discretion of the Vice Commodore, after determining the risk factor, but will not be lower than the rates quoted above.

After your event, an inspection of the building, contents, and grounds will confirm status of the deposit. If there is a need to clean, repair or recover any item or portion of the premises, you will be notified of the associated fees which would then be deducted from your Security deposit within 3 days after your scheduled event. Should the damage exceed the total damage deposit, all responsible parties will be billed for any excess charges.

The damage deposit any portions thereof will be returned within two (2) weeks after your rental engagement.

### Agreement Execution

All rental applications must be signed by the renter and the member/sponsor. Return all rental application paperwork to the Vice Commodore with two checks, one for the deposit check and the other one for the damage deposit check. After review of the completed application and deposits the Vice Commodore will reserve the date of your event. Note: All checks will be deposited.

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**Refuse Management & Balloon Release Prohibition**

The Red Dragon does not permit any coordinated balloon release on the grounds and a violation of this guidelines may result in forfeiture of deposit

**Trash**

- Up to 4 bags of trash from the event must can be placed in the trash cans located adjacent to the work shed next to the driveway. A substantial fee against the damage deposit will be charged for failure to do so. Refuse in excess of 4 bags will require the **Usage of the Dumpster, and will result in an additional disposal fee of \$250 charged to the security deposit.**

**Recycling**

- The Red Dragon recycles all paper, cans, plastic and glass bottles, etc. recycling buckets will be available for the event.

I have read the above, understand, and agree to the request.

Renter signature: \_\_\_\_\_

*Date* \_\_\_\_\_

Vice Commodore: \_\_\_\_\_

Date: \_\_\_\_\_

**Red Dragon Canoe Club Rental Application**

**Canopy/Tent Addendum**

1. The erection of tents and/or canopies shall take place no earlier than 12:00 P.M. the day before the event, without prior consent of the RDCC.
2. It will be the responsibility of the Renter/Member to see that any damage resulting from the erection, the use, or the removal of the tent(s) and/or canopy(s), or any other damage to the grounds or building, will be repaired to the original condition within 48 hours of the said damage. This includes holes left in the lawn from stakes, damaged sod, tracks left from vehicles on the grass, etc.
3. All tents, canopies, chairs, tables and all other items, are to be removed from the Club property with 24 hours of the contracted affair unless specific arrangements have been made with the Vice Commodore.
4. All items rented by the **Renter/Member** are the sole responsibility of the **Renter/Member** and it is expressly agreed that the Red Dragon Canoe Club has no liability to the **Renter/Member** of the Club or to the owner of the rented items.
5. Be advised that no vehicles for any reason are to drive onto, over or through any of the grassed area of the Club grounds, as this will surely cause excessive damage to grounds by creating tire tracks and possible damage to septic pool which will result in increased cost to the Renter. Note: Parking is permitted on the back lot with the trailers/vessels.

I have read the above, understand, and agree to the request.

Renter signature

Date

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Vice Commodore signature

Date

---

**Red Dragon Canoe Club Rental Application**

**Rules Pertaining to the Serving of Alcoholic Beverages**

If you plan to serve or provide alcoholic beverages at your scheduled event, the following rules apply

Insurance Rider Required. Supply the Vice Commodore of the Red Dragon with an original "**Event Insurance Policy**" **stating that alcoholic beverages are being served. The Red Dragon Canoe Club is to be named as the loss payee and insured for a sum no less than \$1,000,000. Liability.** The one-time event policy is to be provided to the Vice Commodore no less than ten (10) days before the date of the event or the event will be cancelled. Typically the insurance rider can be obtained from your homeowner's insurance company.

It is the sole responsibility of the renter to insure that no alcohol is served to minors. Red Dragon Canoe Club will not assume any responsibility in any action of this nature.

It is the sole responsibility of the renter to be certain that anyone obviously intoxicated does not attempt to drive anywhere.

I have read the above, understand, and agree to the request.

Renter signature

Date

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Vice Commodore signature

Date

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**Red Dragon Canoe Club Rental Application**

**Cancellation Policy**

- Cancellations later than 30 days prior to an event may result in loss of up to 50% of security deposit.
- Cancellations less than one week from scheduled date may result in the loss of the entire deposit.

I have read the above, understand, and agree to the request.

Renter signature

Date

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Vice Commodore signature

Date

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## *Red Dragon Canoe Club Rental Application*

### Receipt and Release

I/we the undersigned applicant(s) and member/sponsor, do hereby acknowledge the receipt of the following eight (8) pages with regard to the rental of the Red Dragon Canoe Club.

1. Welcome letter
2. Rental Application
3. Event Fee Schedule
4. Refuse Management
5. Rules Regarding Erection of Tent(s) and/or Canopy(s)
6. Rules Pertaining to the Serving of Alcoholic Beverages
7. Cancellation Policy
8. Receipt and Release

I/we have read all of the enclosed. I/we understand the contract agreement and have contacted the proper parties with any questions prior to signing this receipt.

In addition, I/we agree to furnish to the Red Dragon Canoe Club proof of insurance, covering the Red Dragon in the event of any damage, theft or injury of any person or persons attending the member sponsored event. If alcohol is being served, an insurance rider (see page 5) will be required naming the Red Dragon Canoe Club as the "first payee insured" on the policy in the event any accident occurs either on the Club property or to any individual in transit to or from the Red Dragon Canoe Club, where alcohol may be served.

I have read the above, understand, and agree to the request.

\_\_\_\_\_  
Signature of Renter

Date

\_\_\_\_\_  
Signature of Vice Commodore

Date