

## **BERKSHIRE RIDGE** **CLUBHOUSE RULES AND REGULATIONS**

1. The fee for renting the clubhouse is \$125.00 (one hundred twenty-five dollars), made payable to Berkshire Ridge Condominium Association. The check, signed rules & regulations acknowledgement and completed agreement form should be mailed to:

Berkshire Ridge Condominium Association  
c/o mem Property Management  
65 Challenger Road Suite 320  
Ridgefield Park, NJ 07660  
Attn: Clubhouse Rental

2. You must also have a separate deposit check of \$200.00 (two hundred dollars), made payable to Berkshire Ridge Condominium Association. You must also sign that you have read and understand the rules regarding rental of the clubhouse. The deposit check will be returned following satisfactory inspection of the clubhouse.
3. To ensure that you are not charged for damage you did not cause, please inspect the clubhouse upon entering and report any damage to mem Property Management at (201) 798-1080.
4. There is to be no loud noise between the hours of 11:00 p.m. and 7:30 a.m.
5. There is to be **ABSOLUTELY NO TAPE, NAILS, TACKS, FUNTACK**, etc. of any kind to secure decorations anywhere in the clubhouse. All decorations must be removed from the clubhouse.
6. All garbage, cans and bottles must be removed from the clubhouse to your home for disposal. **NO TRASH OF ANY KIND IS TO BE LEFT IN THE CLUBHOUSE.** Trash cans must be emptied.
7. All food and drink must be removed from the clubhouse.

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8. Members of the Association and their guests are not permitted to use the pool or pool area during any function.
9. Necessary cancellations must be made 48 hours before the rental date, otherwise the rental fee will be forfeited.
10. The clubhouse must be left in a clean and orderly manner, which includes cleaning the kitchen and the bathrooms, mopping the floors, vacuuming the rug, cleaning (cleaning gear is not supplied) and returning the tables and chairs to their original positions, cleaning the fireplace (if used), etc. The clubhouse must be left in the same condition that you found it. Any damage to the clubhouse must be reported immediately and any repairs necessary will be made by the Association and billed to the individual through their monthly maintenance fees.
11. The tennis courts are not permitted to be used by the renter or guest of a renter of the clubhouse during a party.
12. No activities are permitted which may endanger life or property. It is further understood that any necessary municipal permits or insurance must be obtained by the individual renting the clubhouse and Management must be informed of these requirements for the event in advance.
13. Clubhouse capacity should not exceed 75 people.

**I ATTEST THAT I HAVE READ AND UNDERSTAND THE RULES AND REGULATIONS.**

\_\_\_\_\_  
HOMEOWNER

\_\_\_\_\_  
DATE SIGNED

\_\_\_\_\_  
ADDRESS

\_\_\_\_\_  
DATE OF PARTY

\_\_\_\_\_  
SIGNATURE

mem Property Management

email at [info@memproperty.com](mailto:info@memproperty.com) or telephone at (201) 798-1080

**BERKSHIRE RIDGE**  
**CLUBHOUSE RENTAL AGREEMENT FORM**

TODAY'S DATE: \_\_\_\_\_

NAME OF UNIT OWNER: \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

DATE OF RENTAL: \_\_\_\_\_

TIME: FROM \_\_\_\_\_ TO \_\_\_\_\_

# OF GUESTS: \_\_\_\_\_

EMAIL: \_\_\_\_\_

DAYTIME PHONE NUMBER: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

**Please submit all of the following:**

Completed Rental Form  
Signed Rules and Regulation Acknowledgement  
\$125.00 Check for Rental Fee  
\$200.00 Check for Security Deposit

**These shall be mailed to:**

Berkshire Ridge Condominium Association  
c/o mem Property Management  
65 Challenger Road Suite 320  
Ridgefield Park, NJ 07660  
Attn: Clubhouse Rental