

White Meadow Lake Country Club



Make your dreams come true

Call us for an appointment to see our facility and discuss your special event.

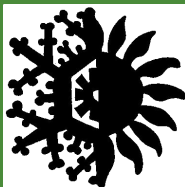
White Meadow Lake Country Club

100 White Meadow Road Rockaway, NJ 07866

Phone: 973-627-5300

Email: banquet@whitemeadowlake.org

Website: www.whitemeadowlake.org



Office hours:

Tuesday, Thursday, Friday 9:00 am – 5:00 pm

Wednesday 9:00 am – 8:00 pm

Saturday 9:00 am – 1:00 pm

White Meadow Lake Country Club

Choose Your Caterer!

White Meadow Lake Country Club Inc. is pleased to allow the use of its facilities with a licensed, certified, and fully insured caterer. A Certificate of Insurance, naming WML CC & POA as additionally insured, ServSafe Certificate, and a caterer's deposit are required 30 days prior to the scheduled event. Your caterer must supply all table service items which include dishes, table glassware, champagne glassware and water glassware, silverware, linens, paper goods, garbage bags and the like. Bar glassware is supplied by White Meadow Lake Country Club.

The East & West Ballrooms, Board Room, Tiffany Bar, Trophy Room, and Kitchen for a maximum of 5 hours are allotted for your use. The rental fee is made up of a Facility Use fee plus a room charge. (See *Rental Fees & Deposit Information*)

All beverages with the exception of coffee, tea, and milk must be supplied by White Meadow Lake Country Club. (See *Bar Set-Up Options*)

Rental Fees & Deposit Information

Rental Fee = Facility Use Fee is \$1.25 per guest plus the room charge defined below:

Months	Monday - Friday	Saturday	Sunday
May - August	\$799	\$1,085	\$949
April, September, October	\$599	\$830	\$699
November - March	\$399	\$499	\$449

Property Owners Association herein after (POA) Members in good standing will receive a 30% discount.

- A signed contract along with a \$300 payment is required to reserve a date.
- 20% of the Rental Fee is due 30 days after reserving the date.
- An additional 30% of the Rental Fee is due 90 days prior to the event.
- A \$300 Security Deposit is required 30 days before the event date and will be refunded if all areas have been left in a reasonably clean and orderly condition as determined by a WMLCC representative.
- Beverage payments and Caterer's deposits are due 30 days prior to the event.
- Final Guest Count and payments are due 5 business days prior to the scheduled event.

Bar Set-Up Options

OPEN BAR A per head charge that entitles the renter to have all alcoholic beverages stocked by the WMLCC made available for consumption for a time period of 5 hours. The cost is \$20 per guest 21 & over and \$5 per guest under 21. Payment is due 30 days prior to the event

PER CONSUMPTION Renter will be billed only for drinks poured. Renter has a choice of a "Full Bar Setup" or "Beer & Wine Only." Beverage prices are subject to change prior to the event. A deposit of \$10 per guest 21 & over and \$5 per guest under 21 is due 30 days prior to the event.

SODA ONLY The cost is \$5 per guest. Payment is due 30 days prior to the event.

CASH BAR Cash bar option available upon request.

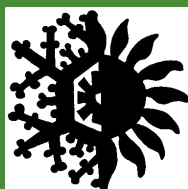
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White Meadow Lake Country Club

Party Inquiry Sheet

Pending	Booked	Closed

Contact Date: _____ Appointment: _____

Name: _____ Name: _____

Address: _____ Address: _____

Email: _____ Email: _____

Phone: (H #) _____ (W #) _____ (C #) _____

Best time to call _____

DATE

TIME

How did you find out about us? WML Member Website Vendor Friend of Member

Website: _____

Other: _____

Type of Event: WEDDING WEDDING-OUTDOOR BAR/BAT MITZVAH PARTY SWEET 16 PARTY
 OTHER: _____

Day & Date of Event: _____

Time of Event: _____

Caterer: NAME: _____

ADDRESS: _____

PHONE: _____

Beverage Option: Open Bar PC – Full Bar PC – Beer/Wine Soda Only

Rental Fee equals the Facility Use Fee at \$1.25 per guest plus the room charge defined below:

Number of Guests: _____	x \$1.25 =	
	+ Room Charge	_____
	TOTAL	_____
	POA Member Discount	_____
	TOTAL	_____

Months	Monday - Friday	Saturday	Sunday
May - August	\$799	\$1,085	\$949
April, September, October	\$599	\$830	\$699
November - March	\$399	\$499	\$449

Property Owners Association herein after (POA) Members in good standing will receive a 30% discount.

Follow Up Date: _____

Interested in the following services: CATERER _____ BAND OR DJ _____ BEVERAGES _____ FLORIST _____

RELIGIOUS _____ PHOTO/VIDEO _____ OTHER _____

Notes: _____

Reason for not booking: _____

Information taken by: _____

White Meadow Lake Country Club Ballroom Contract

White Meadow Lake and Country Club, Inc. herein after (WMLCC) is pleased to allow the use of the Ballroom on a rental contract basis to (NAME) _____ of (ADDRESS) _____ herein referred to as renter. This information will aid the renter in knowing what to expect from the WMLCC and what WMLCC expects from the renter and their caterer.

Under the terms of this contract, the WMLCC will make available the EAST & WEST BALLROOMS, BOARD ROOM, TIFFANY BAR, TROPHY ROOM, and KITCHEN.

Renter Information

Renter			
Address			
Phone		Event	(Date) (Time) (# of Hours)
E-mail		Event Type <small>(Inside or Outside)</small>	

Guest Information

Estimated Guest Count		Final Guest Count Due	
Estimated 21 & Over		Final Guest Count	
Estimated Under 21		Final 21 & Over	
Additional Staff <small>(Required for event with more than 35 minors (under 21))</small>		Final Under 21	

Member Information

POA Members in good standing Yes No

Property Owners Association herein after (POA) Members in good standing will receive a 30% discount.

Rental Fee

Rental Fee equals the Facility Use Fee at \$1.25 per guest plus the room charge defined below.

Number of Guests: _____	x \$1.25 =	_____
	+ Room Charge	_____
	TOTAL	_____
	POA Member Discount	_____
	TOTAL	_____

Months	Monday - Friday	Saturday	Sunday
May - August	\$799	\$1,085	\$949
April, September, October	\$599	\$830	\$699
November - March	\$399	\$499	\$449

White Meadow Lake Country Club Ballroom Contract

Payment Information

A signed contract along with a **Non-refundable** \$300 Reservation Deposit is required when booking the date. Thirty days after reserving the Event date, 20% of the Rental Fee is required. An additional 30% is required 90 days prior to the event. Beverage Payments and Caterer's Deposits are due 30 days prior to the event. Final Guest Count, adjusted Rental Fee, and adjusted Beverage payments are due 7 business days prior to the event date.

	Fee	Due Date	Payment	Payment Date
Rental Total				
Reservation Fee				
1 st Deposit				
2 nd Deposit				
Final Payment				

Security Deposit \$300 – 30 days prior to the event

A Security Deposit from the renter (Breakage/Maintenance clean up and/or Decoration Damage) of \$300 is required 30 days prior to the Event date. The Security Deposit will be refunded if all areas have been left in a reasonably clean and orderly condition as determined by a WMLCC representative. Items may not be hung on walls in the Ballrooms. WMLCC reserves the right to deduct an appropriate charge as determined by the WMLCC from this Security Deposit to cover damage or loss, or additional house cleaning if required. Additional charges may occur if the Security Deposit does not cover the expense incurred. The Security Deposit may not be used to settle any outstanding balances including the liquor bill and will not be returned until all balances are paid in full.

	Fee	Due Date	Payment	Payment Date
Security Deposit	\$300.00			

Additional Staff Due 30 days prior to event

The WMLCC requires staff for parties with over 35 minors (21 and under) in attendance, at a charge of \$75.00 per employee.

Additional Staff	Fee	Due Date	Payment	Payment Date
<input type="checkbox"/> Yes <input type="checkbox"/> No	\$75.00			

Cancellation Policy

WMLCC must be notified in writing by the renter. Cancellation greater than 6 months prior to the event will cause any deposits other than the \$300 reservation fee to be refunded. Cancellation less than 6 months (180 days) prior to the event will cause all deposits to be non-refundable including the reservation fee.

Hold Harmless

The WMLCC and POA assume no responsibility for the safety of any personal garments or property stolen, lost, or damaged in any way.

All renters are responsible for their guests and their actions. Renters must comply with all state laws and Township ordinances as they apply to the use of the facility. Any legal action initiated by WMLCC, the renter shall reimburse the WMLCC for all claims and expenses.

White Meadow Lake Country Club Ballroom Contract

The WMLCC kitchen facilities can be used with a licensed, certified, and fully insured caterer only. Caterer information and a signed White Meadow Lake Rules and Guidelines are required 90 days before the event. A certificate of Insurance, naming WMLCC and POA as additionally insured, servsafe certificate and a \$250 Caterer's deposit are due 30 days before the event. The caterer must supply all table service items, which includes dishes, table glassware, champagne glasses, water glasses, silverware, linens, paper goods, garbage bags, and the like.

Caterer Information & Signed Guidelines Due 90 days before event

Name	
Address	
Phone	
E-mail	
Signed WML Rules	Due:

Caterer's Deposit is due 30 days before event

	Fee	Due Date	Payment	Payment Date
Caterer's Deposit	\$250.00			

NOTE: Caterer's deposit will be returned 30 business days following the event provided the condition of the rooms meets with a WMLCC representative's approval.

Certificate of Insurance and ServSafe

Certificate of Insurance due: _____

ServSafe due: _____

White Meadow Lake Country Club Ballroom Contract

Bar Setup Options

All beverages **MUST BE SUPPLIED BY THE WMLCC** and paid for by the renter. Renters and their guests are not permitted to bring any beverages into the facility. Deposits are based on your Estimated Guest Count and are due 30 days prior to the event.

OPEN BAR

A per-head charge that entitles the renter to have all alcoholic beverages stocked by the WMLCC made available for consumption for a period of time not to exceed 5 hours. The cost is \$20 per guest 21 & over, \$5.00 per guest under 21. Any extended hours will incur an additional charge. Open Bar deposit is based on your estimated guest count which is required 30 days prior to the event. Open Bar Payment is based on your Final Guest Count which is required 7 business days prior to the event. Champagne and Sparkling Cider included.

<i>\$20 per guest 21 & over</i>	Est # 21 & over		X \$20.00 =	\$
<i>\$5 per guest under 21</i>	Est # 21 & under		X \$5.00 =	\$
TOTAL DUE				\$
Due Date				

PER-CONSUMPTION

Renter will be billed only for drinks poured. Renter has a choice of a "Full Bar Setup" or "Beer & Wine Only". Beverage prices are subject to change prior to the event. The deposit is \$10.00 per guest 21 & over, \$5.00 per guest under 21 is due 30 days prior to the event. Balance is due at the end of the event.

Cost is based on drinks poured.

<i>\$10 per guest 21 & over</i>	Est # 21 & over		X \$10.00 =	\$
<i>\$5 per guest under 21</i>	Est # 21 & under		X \$5.00 =	\$
TOTAL DUE				\$
Due Date				

SODA ONLY

The cost is \$5.00 per guest. Soda only deposit is based on your estimated guest count which is required 30 days prior to the event. Beverage Payment is based on your Final Guest Count which is required 7 business days prior to the event. Note: Champagne and Sparkling Cider is NOT included.

<i>\$5 per guest</i>	Est # of guests		X \$5.00 =	\$
TOTAL DUE				\$
Due Date				

CASH BAR

Cash bar options available upon request

White Meadow Lake Country Club Ballroom Contract

Specials

Special Order Beverages – Champagne, Sparkling Cider or Special ordered alcohol - will be charged as per bottle or by the case. If special beverage orders are requested, renter must purchase the minimum amount necessary to fill order and pay in full at time of order. NOTE: WML does not provide Champagne glasses.

		x	\$	=	\$
Description & Brand	# of Bottles		Cost		Payment due in full when ordered
		x	\$	=	\$
Description & Brand	# of Bottles		Cost		Payment due in full when ordered
		x	\$	=	\$
Description & Brand	# of Bottles		Cost		Payment due in full when ordered

Overtime Information

Five (5) hours are allotted for the event; if extended time is requested on the day of the event or at the time of booking there will be additional charges for Facility Use, Staff, and Beverage (see Overtime Rates). If overtime is requested at the time of booking all charges are due 30 days prior to the event. The extended time may not exceed two (2) hours or extend past 2:00 am. The head bartender or clubhouse security must approve all overtime if overtime is requested on the day of the event. Last call will be at 1:30 am and the bar must be cleared by 2:00 am. All additional charges are payable immediately following the Event.

Rental Fee	\$100.00 per hour for a max of 2 hours	
Bartender	\$50.00 per hour per bartender	
Open Bar	\$5 per head all ages	
Hostess	\$15 per hour	
Hostess after 2:00 am	\$25 per hour	
Balance Due		\$

By signing this Agreement I acknowledge the responsibility for all the terms of this Contract and agree to hold White Meadow Lake Property Owner's Association and White Meadow Lake Country Club harmless from any injury, damages and liability caused by guests and vendors attending this event and acknowledge that I am responsible for all of my guests and their actions. I agree to comply with all state laws and township ordinances as they apply to the use of the facility. If any legal action is initiated by WMLCC, the renter shall reimburse the WMLCC for all claims and expenses.

Under the terms of this contract, the WHITE MEADOW LAKE COUNTRY CLUB, INC. and the renter have read and agree to abide by all the provisions specified in this WHITE MEADOW LAKE COUNTRY CLUB BALLROOM RENTAL CONTRACT.

Print name of renter

Signature of renter

Date

Print Name of WMLCC Representative

Signature of WMLCC Representative

Date

White Meadow Lake Country Club Ballroom Contract

Office Information

Booking Date		Bar Option	
Caterer Time		Specials	
Decorating Time		Review of worksheet	

Chairs

Chairs for ceremonies conducted on the lawn may be rented from the WMLCC at a cost of \$1.50 per chair and a \$35.00 charge for set-up and breakdown.

Chairs: 30 days prior to event		X \$1.50 =	\$
	Set up fee	+ \$35.00	
TOTAL Chair Rental			\$
Due Date			

Decision for outside setup must be made by 10 am on the morning of the event.

White Meadow Lake Country Club

Open Bar House Brands

\$20 per Person

BEERS

DOMESTIC

Bud
Bud Lite
Coors Lite
Miller Lite
Yuengling

IMPORTS

Heineken
Heineken Lite
Corona Extra
Corona Lite

BOURBON

Old Grand Dad

CHAMPAGNE

CORDIALS

Amaretto
Black Haus Blackberry
Cointreau
Creme De Menthe
Frangelico
Kahula
Midori
Peach Schnapps
Sambuca
Sloe Gin
Triple Sec
Vermouth

GIN

Beefeater

RUM

Bacardi

WHISKEY

Canadian Club
Jack Daniel's
Seagram's 7
Seagram's VO
Southern Comfort

SCOTCH

Dewars

SPARKLING CIDER

TEQUILA

Sauza

VODKA

Svedka

WINES

Cabernet
Chardonnay
Pinot Grigio
Pinot Noir
Merlot
Riesling
White Zinfandel

BRANDS ARE SUBJECT TO CHANGE

White Meadow Lake Country Club

Gold & Tiffany Bar Drink Pricing

BEERS

Domestic	\$2.75
Imported	\$4.00
Sam Adams	\$4.00
Guinness	\$4.00

CORDIALS

Amaretto	\$4.00
Apple Pucker	\$4.00
Baileys	\$4.50
Black Haus	\$4.50
Brandy	\$3.00
Buttershots	\$3.00
Chambord	\$4.50
Cream De Menthe	\$3.00
Drambuie	\$6.00
Frangelico	\$4.50
Godiva Chocolate	\$4.00
Grand Marnier	\$7.00
Jagermeister	\$4.00
Kahlua	\$4.00
Licor 43	\$5.00
Midori	\$4.50
Peachtree	\$4.50
Sambuca	\$4.50
Sloe Gin	\$3.00
Southern Comfort	\$4.00
Patron Café Liquor	\$4.50

GIN

Beefeaters	\$4.00
Tanqueray	\$4.50

RUM

Bacardi	\$3.00
Captain Morgan	\$4.00
Captain Morgan Spice	\$4.00
Parrot Bay	\$3.00
Sammy's On Beach	\$3.00

SCOTCH

Chivas Regal	\$7.00
Dewars	\$5.00
Hennessey	\$6.00
Johnny Walker Black	\$7.00
McCallans	\$8.00

SHAKERS

Sm. Shaker (House)	\$14.00
Sm. Shaker (Premium)	\$16.00

SPECIALTY

(add \$.50 for Premium Request)

All Sours (House)	\$4.50
Black Russian (House)	\$4.50
Bloody Mary (House)	\$4.50
Long Island Ice Tea	\$5.00
Margarita	\$5.00
Martini	\$5.00
Premium Martini	\$7.00
Melon Balls	\$4.00
Nutty Irishman	\$5.00
WM Lemonade	\$4.00

TEQUILA

Sauza Blanco	\$3.50
Sauza Gold	\$3.50
1800 Reposado	\$4.00
1800 Silver	\$4.00
Patron Silver	\$7.00
Patron Reposado	\$7.00

VODKA

Absolute	\$4.00
Absolute Citron	\$4.50
Grey Goose	\$6.00
Svedka	\$3.50
Stoli Vanilla	\$4.50
Stoli Orange	\$4.50
Three Olive	\$4.00
Belvedere	\$6.00

WHISKEY

Bushmill	\$5.00
Canadian Club	\$3.00
Crown Royal	\$5.00
Gentleman Jack	\$5.00
Jack Daniels	\$5.00
Jameson	\$6.00
Old Grand Dad	\$3.00
Seagrams 7	\$3.00
Seagrams VO	\$3.00
Fireball	\$3.00

WINES

Cabernet	\$5.00
Chardonnay	\$5.00
Merlot	\$5.00
Pinot Gregio	\$5.00
Pinot Noir	\$5.00
Reisling	\$5.00
Zifendel	\$5.00

OTHER

Champagne (per bottle)	\$9.00
Sparkling Cider (per bottle)	\$9.00
Shirley Temple	\$2.00

DOUBLE POUR FOR DRINKS UP TO \$4.00 ADDITIONAL \$2.00 CHARGE
DOUBLE POUR FOR DRINKS \$5.00 AND OVER ADDITIONAL \$3.00 CHARGE
BEVERAGE BRANDS / PRICES ARE SUBJECT TO CHANGE

White Meadow Lake Country Club Ballroom Contract

Ballroom Rental Rules & Guidelines for Caterers

To eliminate possible misunderstanding, the following rules and guidelines are offered. This information will aid the caterer in knowing what to expect from the White Meadow Lake and Country Club, Inc. and what the WMLCC expects from the caterer. The caterer is considered an independent contractor.

1. Under the terms of the renter's contract, the WML and CC Inc. will make available the kitchen, East & West Ballrooms, Tiffany Bar and Trophy Room which will be supplied in a clean condition. The Lounge and Gold Bar are EXCLUDED from the contract and are not to be used unless special permission has been given to the renter by the WML office.
- 2. THE ONLY COUNTRY CLUB SERVICE PROVIDED IS THAT OF THE SETTING UP AND DISMANTLING OF THE TABLES AND CHAIRS.** Set-up of all tables and chairs will be done by the WMLCC provided a seating chart is returned to our office seven (7) business days before the affair.
3. The caterer's information, a Certificate of Insurance, ServSafe Certificate, a signed copy of these rules and guidelines and a security deposit of \$250.00 must be furnished to the POA office at least 30 business days before the event. This deposit will be returned 30 business days following the affair provided the condition of the rooms meets with a WMLCC representative's approval.
4. The caterer/decorator will be allowed up to three (3) hours to set up prior to the event. Any additional time prior to the three (3) hours will be charged at a fee of \$15.00 per hour.
5. The caterer will be allowed up to one (1) hour after the ending of the affair for clean-up purposes. Any additional time after that one (1) hour will be deducted from the Caterer's deposit at the rate of \$ 25.00 per hour.
6. The caterer must supply all table service which includes linens, dishes, table glassware, champagne glasses, silverware, paper goods, garbage bags and the like.
7. The caterer is also responsible for the cleaning of all areas used during the affair and to see that all bar glassware are washed and returned to the bar.
8. All beverages including alcohol, beer, bottled water, wine, champagne, soda and juices with the exception of coffee, tea, and milk must be purchased from the WMLCC.
9. The caterer should make provisions for bringing any soft drinks from the bar for children, especially at bar/bat mitzvahs.
10. The caterer will make available a meal for the bartenders, clubhouse security, and coatroom personnel of WMLCC.
11. **Provided there are no other affairs booked**, any equipment brought in for a catered event must be removed by the next day in the AM hours following the contracted start date of the Event. Please call the office to confirm availability. If equipment is not removed in a timely manner, the WMLCC will remove and store the equipment for an additional fee of \$75 per day. The WMLCC is not responsible for any property or equipment not owned by WMLCC or POA. Payment must be made at the WMLCC/POA office before any of the equipment is released.

RENTAL NAME _____

CATERER'S NAME _____

RENTAL DATE _____

SIGNATURE _____

DATE _____

White Meadow Lake Country Club

Preferred Vendors

Caterers

Apple Spice Junction	973-394-1311	www.applespice.com
Bon Appetite	973-361-6633	www.bonappetitenj.com
Custodi Caterer's	973-235-1139	www.custodicaterers.com
Encore Catering	973-515-8000	LE@encorecateringnj.com
The Fruited Plain Caterers	973-865-8057	www.thefruitedplain.com
Frungillo Catering	973-335-5300	www.frungillo.com
Hometown Market	973-616-0880	www.wmcatering.com
Kelly Family Catering	973-945-8976	www.kellyfamilycatering.com
Potbelly's	973-627-7877	potbellysrockaway.com
Richfield Regency	973-239-6234	richfieldregency.com
Signature Creations	908-486-7889	www.signaturecreationcaterers.com
Food Company	973-887-8870	DBrown@foodcompanycatering.com

Cakes

Palermo's Custom Cakes & Bakery 201-641-1654
customersupport@palermobakery.com

Entertainment

MOSDJ Entertainment 800-688-9704/973-583-9824 www.MOSDJ.net

Lodging

Hampton Inn Denville 973-664-1050 www.hamptoninn.com

Embassy Suite 973-939-2116 www.parsippany.embsuites.com

Hilton Garden Inn 973-328-0600 www.rockaway.hgi.com

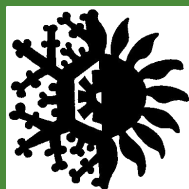
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Event Checklist

NAME/EVENT: _____

DATE: _____ TIME: _____

OF GUESTS _____ Bar Option _____

OUT DOOR: YES _____ NO _____

SIGNED CONTRACT TO TREASURER _____ Signed mailed contract to renter Yes

RESERVATION FEE: _____

1ST. DEPOSIT: _____

2ND. DEPOSIT: _____

FINAL PAYMENT: _____

SECURITY DEPOSIT: _____

BEVERAGE DEPOSIT: _____

BEVERAGE PAYMENT: _____

CATERER'S DEPOSIT: _____

CATERER'S CERTIFICATE OF INSURANCE: _____

CATERER'S FOOD SAFETY CERTIFICATE: _____

CATERER'S SIGNED RULES & GUIDELINES: _____

ADDITIONAL CHARGES: Chairs/Staffing/Overtime: _____

HOST TIME: _____

FLOOR PLAN: _____

FINAL CONFIRMATION CALL: _____

SECURITY COVERAGE CHANGES: _____

BARTENDER SHEET: _____

SECURITY CHECKLIST SIGNOFF: _____

RENTER REFUND: _____

RENTER PAYMENT DUE POA: _____

LAKE VIEW

LIVING AREA
5007 sq ft

