



# Candlewood Trails - Clubhouse Rental Agreement

CLUBHOUSE RESERVATION DATE:            /       /

(The reservation date can only be cancelled or rescheduled 5 days before the rental date for a full refund.)

NAME: \_\_\_\_\_

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

DAYTIME PHONE # \_\_\_\_\_

EVENING PHONE # \_\_\_\_\_

TYPE OF EVENT: \_\_\_\_\_

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

NO. OF GUESTS:    (up to 29)   

(30+ there is an additional \$75 fee towards future septic tank pump).

For any Clubhouse/Beach maintenance emergency, please contact Patty Dudow at (203) 994-1046 or Kelly Smith at (860) 355-8026.

I agree to be responsible for the condition of the Clubhouse after I have used it on above date and to leave Clubhouse and Beach/Lawn area if used in the same clean condition in which I found it. I further agree to be wholly responsible for the actions of all my guests and to reimburse Candlewood Trails, for any repair, replacement, and/or cleaning necessitated by negligence and/or willful acts of my guests or myself. I understand that the clubhouse is a 'No Smoking' facility. Smoking is only allowed outside the clubhouse building, 15ft away from the front door. No smoking is permitted on the clubhouse deck. Further, I agree to defend, indemnify and hold harmless Candlewood Trails and its Residents from and against all liabilities and expenses including without limitation attorneys fees related to any loss or damage arising from the above identified event.

**I understand and agree to the following:**

- 1). Clean up must be completed within the reserved time. The party room can only be reserved until 12:00am, no exceptions. Candlewood Trails will supply cleaning supplies including, but not limited to: mop, glass cleaner, paper towels, and various disinfecting items. If further cleaning is required due to resident's negligence, a minimum of \$ 50.00 cleaning fee with be deducted from the cleaning deposit.
- 2). Notification must be made in advance to Management if you are going to use the fireplace. The resident is responsible for any damaged, non-working or missing items after the event.
- 3). Guests **MUST** use either designated parking areas in front of the clubhouse or the Visitors parking area to the right of the Clubhouse on lake Drive .Please do not Park in the lower beach area as that is reserved for Residents utilizing the Beach and Docks. Damage to the grass and/or failure to comply with this request will be billed out as a minimum of a \$25 fine.
5. No barbecuing and/or grilling are allowed on the clubhouse decking. The Beach is not considered part of the clubhouse rental.
6. No live bands are permitted at the Clubhouse, unless prior approval was received at the time of reservation.

**FINANCIAL TERMS**

The clubhouse can be rented at the daily rate of \$40.00. You can access the Clubhouse for set-up the evening before by contacting Patty Dudow at (203) 994-1046 or Kelly Smith at (860) 355-8026 to open the clubhouse. The only exception to the set-up opportunity is if the clubhouse is rented for another party prior to your rental. This set-up is a courtesy only; there is no discount on the rental if the time is not available or used. Changes can be made to the clubhouse rental up to 72 hours before the date of the event. Please make check payable to Candlewood Trails Association.

I agree to pay \$100.00 security deposit by including a separate check at the time of reservation in addition to the rental fee Check an additional \$75.00 septic fee is required if event will have 30+ guests. The security deposit check will be returned to you within 72 hours after the event if the terms of this agreement are met. Lack of cleaning, returning the room to the original condition or staying past your allocated time will result in the forfeiture of a portion or the entire \$100.00 deposit. Photographs will be taken but are not required as proof of damage as all damages do not always photograph well). If there are Damages in excess of the \$100.00 Security deposit, you will receive an itemized bill which is due within 7 days of receipt. I agree to cancel, if necessary, no later than 72 hours in advance of the rental date. If cancellation occurs within 72 hours of the event, all rental fees due will be forfeited.

I understand all of the terms and conditions in this agreement as indicated by my submission of a Rental and Security Deposit Check.

**FOR OFFICE USE ONLY:**

Rental Fees Paid: Date: \_\_\_\_\_

Check#: \_\_\_\_\_

Amount: \_\_\_\_\_

Septic Fees Paid: Date: \_\_\_\_\_

Check#: \_\_\_\_\_

Amount: \_\_\_\_\_

Cleaning Deposit Paid: Date: \_\_\_\_\_

Check#: \_\_\_\_\_

Amount: \_\_\_\_\_

Additional Charges Assessed: If yes, please describe: