

# Candlewood Trails Association

## Clubhouse Rental Agreement

Candlewood Trails – New Milford, CT 06776

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### Reservation Information

Reservation Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Name: \_\_\_\_\_

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

Daytime Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Type of Event: \_\_\_\_\_

Estimated Number of Guests: \_\_\_\_\_

*(Maximum capacity: 50 guests)*

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### Reservation Contact

Please contact Alicia Hunniford to confirm that the date you are requesting is available.

Email: [aliciahunniford@icloud.com](mailto:aliciahunniford@icloud.com) Text: 203-788-2227

Clubhouse Maintenance/ Emergency:

Alicia Hunniford – 203-788-2227 or Linda Mailhot 203-906-4825

Beach Maintenance Emergency:

Peter Argue – 201-779-4670

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# Clubhouse Use Agreement

I agree to be responsible for the condition of the Clubhouse after my use on the date listed above and to leave the Clubhouse and surrounding lawn area in the same clean condition in which it was found.

I further agree to be responsible for the actions of all guests attending my event and to reimburse Candlewood Trails Association for any repair, replacement, or cleaning required due to negligence or damage caused by myself or my guests.

The clubhouse is a **No Smoking facility**. Smoking is permitted outside the building only, at least 15 feet from the entrance. Smoking is **not permitted on the clubhouse deck**.

I also agree to defend, indemnify, and hold harmless Candlewood Trails Association and its residents from any **liabilities, damages, or expenses, including attorney fees, arising from the event described above**.

Initial: \_\_\_\_\_

Event insurance may be obtained through outside vendors if desired. One example is Progressive Event Insurance.

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## Clubhouse Rules

### Cleaning

The clubhouse must be cleaned and restored to its original condition within the reserved time.

The clubhouse must be vacated by **12:00 AM (midnight)**.

Basic cleaning supplies are provided including mop, paper towels, and disinfectants.

If additional cleaning is required due to negligence, a **minimum \$100 cleaning fee** will be deducted from the security deposit.

### Fireplace

The fireplace uses a propane insert with a remote control. Please ensure it is **turned off before leaving**, unless otherwise instructed during winter months.

### Parking

Guests must park in the **designated parking area in front of the clubhouse** or in the **visitor parking area on Lake Drive**.

Parking in the **lower beach area is not permitted**.

Damage to grass or landscaping may result in a **minimum \$75 charge**.

### Equipment

All remotes (TV, fireplace, AC, etc.) must remain in the clubhouse. Missing items will result in **replacement costs plus a \$75 fee**.

### Grilling

No grilling or barbecuing is permitted on the clubhouse deck.

### Music

**Live bands are not permitted** unless prior approval is obtained from the Association.

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## Rental Fees

The clubhouse rental fee is a **flat rate of \$175 per event**, regardless of the number of guests.

A **\$100 security deposit** is required at the time of reservation and must be submitted as a **separate check**.

Residents may request access the evening before the event for set-up, subject to availability. This is a courtesy and may not always be possible.

Checks should be made payable to: **Candlewood Trails Association**

### Mail form and payment to:

Alicia Hunniford  
5 Club Drive  
New Milford, CT 06776

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## Deposit and Damage Policy

The **\$100 security deposit** will be returned within **72 hours after the event** if all terms of the agreement are met.

Failure to clean the facility, damage to the property, or remaining past the permitted time may result in **partial or full forfeiture of the deposit**.

If damages exceed the deposit amount, an itemized bill will be issued, and payment is due within 7 days.

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## Cancellation Policy

Cancellations must be made **at least 72 hours prior to the event**.

Cancellations made within 72 hours will result in **forfeiture of the rental fee**.

The clubhouse may only be rented by a **Candlewood Trails member in good standing**.

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## Agreement

I acknowledge that I have read and agree to the terms of this rental agreement.

Initial: \_\_\_\_\_

Signature: \_\_\_\_\_

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

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# Office Use Only

Rental Fee Paid: \$175

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

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

Security Deposit Paid: \$100

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

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

Additional Charges (if applicable):