

**THE VILLAGES AT CINNAMINSON HARBOUR CLUBHOUSE
RENTAL AGREEMENT**

APPLICATION AGREEMENT FOR PRIVATE EVENTS

DATE OF EVENT: _____

PURPOSE OF RENTAL: _____

RENTERS ADDRESS: _____

NUMBER OF PEOPLE ATTENDING EVENT (Maximum of 50): _____

LENGTH OF TIME FOR EVENT (Including set up and clean-up): _____

TELEPHONE: _____ CELL PHONE: _____

UNIT OWNERS NAME AND ADDRESS IF DIFFERENT THAN ABOVE: _____

Private Events shall be restricted to the following hours:

Fridays	5:00pm-12:00am
Saturdays	9:30am – 12:00am
Sundays	9:30am – 10:00pm

COST OF THE RENTAL IS \$200.00, WHICH MUST BE RETURNED ALONG WITH A SIGNED COPY OF THE RENTAL AGREEMENT, SECURITY DEPOSIT, AND INSURANCE CERTIFICATE.

RENTAL AND USAGE DOES NOT INCLUDE USE OF THE POOL, POOL AREA, TENNIS COURTS, FITNESS CENTER, CONFERENCE ROOM, AND OTHER COMMON AREAS.

DATE IS NOT GUARANTEED UNTIL CHECK AND PAPERWORK HAVE BEEN RECEIVED.

UPON APPROVAL OF DATE AND TIME, RENTER MUST SUBMIT A \$250.00 REFUNDABLE* DEPOSIT IN THE FORM OF CHECK OR MONEY ORDER PAYABLE TO THE VILLAGES AT CINNAMINSON HARBOUR.

PLEASE SUBMIT FULLY EXECUTED APPLICATION, DOCUMENTS AND CHECKS TO EWATSON@CAMCOMGMT.COM OR YOU CAN DROP IT IN THE MAIL BOX AT THE ENTRANCE TO THE CLUBHOUSE.

*ANY CHARGES INCURRED DURING THE RENTAL WILL BE DEDUCTED FROM THE SECURITY DEPOSIT.

*******PLEASE SIGN BELOW AND ON PAGE 8 AND RETURN THE ENTIRE PACKET*******

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PLEASE NOTE THE FOLLOWING:

- RENTER(S) MUST BE IN GOOD STANDING
- **DO NOT** USE NAILS, PINS, STAPLES, ETC. ON ANY WALL, DOOR, COLUMN, FIXTURE, ETC. OR YOU WILL FORFEIT YOUR \$250.00 SECURITY DEPOSIT.
- DECORATIONS SHOULD BE LIMITED TO TABLE TOP DECORATIONS OR FREE STANDING FLOOR DECORATIONS.
- THE RENTER MUST BE PRESENT AT THE CLUBHOUSE DURING THE TIME OF THE EVENT.
- **ONE WEEK ADVANCED NOTICE MUST BE GIVEN TO CANCEL A RESERVATION.** IF ONE WEEKS NOTICE IS NOT RECEIVED, THE RENTAL FEE IS FORFEITED.
- THE RENTAL FEE IS REQUIRED **A MINIMUM OF FOUR WEEKS PRIOR TO THE EVENT,** BY CHECK OR MONEY ORDER.

CLUBHOUSE RENTER MUST HAVE A CELL PHONE FOR EMERGENCIES

- I HAVE SUBMITTED A CHECK FOR \$200.00 FOR THE COST OF THE RENTAL.
- I HAVE SUBMITTED A \$250.00 REFUNDABLE SECURITY DEPOSIT CHECK/MONEY ORDER (MUST BE PROVIDED 5 DAYS PRIOR TO EVENT)
- I HAVE PROVIDED A COPY OF MY INSURANCE CERTIFICATE.

BY SIGNING BELOW I AGREE TO COMPLY WITH THE REQUIREMENTS SET FORTH IN THIS RENTAL AGREEMENT. IF I DO NOT COMPLY, I UNDERSTAND THAT I MAY INCUR CHARGES AND MY SECURITY DEPOSIT AND/OR RENTAL FEE MAY BE FORFEITED.

AGREED AND ACCEPTED:

PRINTED NAME

DATE

SIGNATURE

DATE

THE VILLAGES AT CINNAMINSON HARBOUR CLUBHOUSE RENTAL AGREEMENT

The Villages at Cinnaminson Harbour Clubhouse Rental Agreement

- A. **DESCRIPTION OF AREA INCLUDED IN THE RENTAL:** The interior of the Clubhouse with tables and chairs are included. The outdoor pool and surrounding areas, offices, gym, conference room and common areas are NOT INCLUDED with the rental of the clubhouse.
- B. **WHO MAY RENT:** Owners/Renters of units in The Villages of Cinnaminson Harbour, at least 21 years old, in good standing and in compliance with all Association rules and regulations.
- C. **TERMS OF CLUBHOUSE RENTAL**
- a. The unit owner/renter shall be responsible for the actions of all guests, family members and persons providing services during the rental.
 - b. The Clubhouse party or function shall be confined to the interior of the Clubhouse, **USE OF THE POOL AND POOL AREA IS STRICTLY FORBIDDEN** during Clubhouse rental. Violation will result in immediate termination of the rental and a fine. The function shall not “spill over” in the parking areas or roadways.
 - c. The Clubhouse event shall end at 12:00am for a Saturday rental and 10:00pm for a Sunday rental, including clean-up.
 - d. Loud noise (music, voices, etc.) shall not cause an unreasonable disturbance to residents.
 - e. The Clubhouse shall be left clean and orderly. Inspections shall be made both prior to and after the rental by the Clubhouse Committee. Clean-up must be completed by the times specified in paragraph 3, above.
 - f. **NO SMOKING IN THE CLUBHOUSE.** Smoking is permitted outside via the fitness center location. Cigarette butts must be properly disposed of.
 - g. **NO PETS ALLOWED IN THE CLUBHOUSE OR POOL AREA.**
 - h. All cups, plates, napkins, plastic utensils, coffee, sugar, etc. that are in the kitchen are **NOT FOR YOUR USE.** Please be considerate and not use these items for your parties.

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- i. Clubhouse clean-up shall consist of the following:
 - 1) Cleaning and leaving appliances in proper working order – Refrigerator, sinks, coffee pots, etc.
 - 2) Returning all furniture to original locations.
 - 3) Cleaning tables and counter tops.
 - 4) Vacuum and clean floors.
 - 5) When exiting the Clubhouse, turn off all lights and lock the doors.
 - 6) Any garbage, trash, recyclables incurred during the rental of the Clubhouse must be removed by the renter. Trash and recyclables may be left on the side of the building in designated cans (within trash enclosure).
 - 7) Be sure to bring and use your own cleaning products and garbage bags. A vacuum, broom, mop, and bucket are available for your use. If the Clubhouse is not cleaned satisfactorily, the owner/renter will be assessed the cost of cleaning.
 - 8) If the fireplace is used, the screen must be in place and closed at all times.
 - 9) Clubhouse renters may not charge any admission or event fee.
 - 10) The Association is not responsible for any damages, loss of property, equipment and/or utility malfunctions or failures.
 - 11) The renter must be present in the Clubhouse during the time of rental.
 - 12) There shall be no electrical equipment allowed during rentals which will place an unreasonable burden on the electrical power source.
 - 13) The renter must remove leftover food and beverages after the rental, or safely store the same at the Clubhouse until cleanup is to be completed.
 - 14) Catering is permitted and prior arrangements, if necessary, must be made by the renter to facilitate early access.

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- 15) If the function is primarily for children, there must be one adult per five children under the age of 18 for supervision. Failure to properly supervise children, will be grounds to immediately terminate the rental.
- 16) There must not be anything stapled, nailed, or affixed to the interior of the Clubhouse. Only taped banners, paper and balloons are permitted. Use masking tape, do not use scotch tape or any other tape as it will damage the paint and walls.
- 17) The owner/renter is required to provide the Association with a Certificate of Insurance for their Homeowners Insurance Policy upon application. It must indicate a minimum of \$100,000.00 liability. Typically, this is the Declaration page. It must also indicate Host Liability Insurance. **This is required for renting the Clubhouse.**
- 18) No gambling of any kind is permitted.
- 19) The owner/renter shall comply with all Federal, State and Local laws and regulations when using the property. The consumption of alcoholic beverages by persons under the legal drinking age of 21 years old, is prohibited. The sale of alcoholic beverages is prohibited.
- 20) The Clubhouse will be accessible at least 3 hours prior to the scheduled event.
- 21) No food shall be prepared or served, nor shall any activity be performed, which leaves behind a lingering odor. In the event that, in the judgement of the Clubhouse Committee or Board, such an odor is left behind, the rental shall forfeit the Security Deposit as liquidated damages and costs for correction.

D. RENTAL FEE

- 1) **All rentals are \$200.00**
- 2) One-week advanced notice must be given to cancel a reservation. If one-week notice is not received, the rental fee is forfeited.
- 3) The rental fee is required a minimum of four weeks prior to the event, by check or money order.

E. SECURITY DEPOSIT

A refundable Security Deposit of \$250.00 in the form of check or money order is required one business week prior to the requested date. The check/money order should be made payable to “**The Villages at Cinnaminson Harbour**”.

ANY CHARGES INCURRED DURING THE RENTAL WILL BE DEDUCTED FROM THE SECURITY DEPOSIT. The Security Deposit may be forfeited if the renter does not comply with the requirements of the Clubhouse rental.

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F. HOURS OF CLUBHOUSE RENTAL

Private events in the Clubhouse are subject to prior scheduled Association activities and shall be restricted to the following hours:

FRIDAY 5:00PM – 12:00AM
SATURDAY 9:30AM – 12:00AM
SUNDAY 9:30AM – 10:00PM

G. CLUBHOUSE PARKING

Persons attending Clubhouse events should park in designated parking spaces only. Guests are not to park in resident driveways. Parking may be limited at times. Please advise your guests to car pool if you have a large party.

H. CHARGES

Renters shall be subject to the following violations, which shall be paid by the renter before the return of the Security Deposit. If payment is not made within three business days, the Security Deposit shall be utilized to pay all involved charges and the balance of the Security Deposit returned to the renter. See Attachment 1 for a list of the charges.

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ATTACHMENT 1 – CHARGES

The Association reserves the right to assess the Owner/Renter for all Damages as required to make repairs or replacement of property.

ENTERING THE POOL AREA WILL RESULT IN FORFEITURE OF SECURITY DEPOSIT.

FAILURE TO BE PRESENT FOR POST EVENT WALK-THROUGH – Charge of \$75.00 and Security will be withheld until post walk-through is completed.

GARBAGE/TRASH/RECYCLING NOT DISPOSED OF PROPERLY	\$ 30.00
DOOR UNLOCKED	\$150.00
COFFEE POT NOT CLEANED	\$ 10.00
REFRIGERATOR NOT CLEANED	\$ 10.00
FLOOR NOT VACUUMED	\$ 25.00
FURNITURE NOT REPLACED	\$ 15.00
VIOLATION OF CURFEW	\$ 50.00
EXCESSIVE OR UNREASONABLE NOISE	\$ 50.00
PARKING VIOLATION	\$ 25.00
CHARGE BACK FOR LOST KEYS AND CYLINDER REPLACEMENT	AT COST
TABLES NOT CLEANED	\$ 10.00
SINKS NOT CLEANED	\$ 10.00
CONSUMPTION OF ALCOHOLIC BEVERAGES BY MINORS	\$100.00
FAILURE TO PROPERLY SUPERVISE CHILDREN	\$ 50.00
FIREPLACE MISUSE	\$ 50.00
GUESTS LOITERING OUTSIDE OF CLUBHOUSE	\$ 50.00
EXCEEDING LIMIT OF 50 PERSONS	\$ 50.00
EXCEEDING RENTAL HOURS AS PREVIOUSLY SCHEDULED	\$ 75.00
OWNER/RENTER NOT PRESENT DURING EVENT	\$100.00

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All Owner/Renters shall review their personal liability insurance to determine whether they are adequately covered against potential personal injury or property damage claims by guests, business invitees, agents, servants or employees due to negligent acts or omissions. It must indicate a minimum of \$100,000.00 liability.

I, _____, agree to personally indemnify and hold harmless the ASSOCIATION, from all damage, injury and liability caused or resulting from my use, and my guests use, of the Clubhouse facility. I agree to abide by all of the rules and regulations established by the Governing Body, a copy of which is acknowledged and will ensure that my guests abide by those rules and regulations. I understand that any damage not noted on a pre-inspection walk through shall be deemed to have been caused solely by me or my guests during the use of the facility. I shall be responsible for the cost of repair or replacement of such damage and return the facility to the same condition as it was when I used the Clubhouse for my private event. I further understand that the \$250.00 deposit previously given shall be used to cover the cost of such damage and any additional cost or failure to pay the full amount of the damage, shall constitute a lien on my property to the extent that the cost of the damage remains unpaid.

SIGNATURE OF RENTER

DATE

UNIT OWNER (if different from above)

ADDRESS