

## CANDLEWOOD KNOLLS CLUBHOUSE RENTAL RULES AND GUIDELINES - DOWNSTAIRS

---

Contact for receipt and return of clubhouse key:

Wayne Roberts - Call or Text 201-981-3867 Email – wayne.roberts@broadridge.com

- We have 17-5 ft. round, 10-6 ft. round, and 13-8 ft. rectangular tables and about 190 chairs. You will need to request what you need at least 1 week prior to your rental so those items can be brought downstairs.
- There is limited parking, someone will need to direct parking so that roads and driveways are not blocked. For events on days when there is mail delivery, there is no parking allowed in front of the mailboxes until the mail has been delivered for the day. Signs must be posted on the mail boxes.
- Full kitchen is available. You may use equipment such as oven, microwave, utensils, and trash can liners. Cookware (pots, pans, etc.) must be supplied by the renter or caterer.
- Trash cans and liners will be provided. There are extra trash cans outside by dumpster if necessary.
- Bathrooms will have toilet paper, hand soap and paper towels. Trash containers must be emptied.
- You are renting the interior downstairs of the clubhouse, not the grounds and not the upstairs. Community members may be on the lawn, beach and/or in the lake.
- Do not dump anything into the storm drains; they feed directly into the lake.

### AFTER THE EVENT

---

- Tables and chairs should be broken down and stack against the wall on racks.
- The clubhouse should be clean and the floor will need to be swept clean.
- Kitchen area must be cleaned up afterward, if necessary. Any Knolls equipment used must be cleaned and stored.
- All decorations put up must be removed. Any means of adhering decorations to walls/doors, etc. must be removed. The Knolls discourages the use of nails, thumbtacks, tape and lit candles.
- All directional signs placed in the Knolls must be removed.
- All trash cans and restroom waste baskets must be emptied into dumpster at the end of the event. Break down all boxes before putting them in the dumpster. If for some reason dumpster is full, leave closed liners in trash cans and leave cans next to dumpster.
- No food is to be left in the refrigerators except what belongs to the Knolls.
- Make sure all A/C units are shut off. Make sure all windows are fully closed and all doors are locked upon leaving.
- Call the Knolls contact after the event for a walk through. Deposit will be returned only after walk through has been completed, there is no damage, clubhouse upstairs is cleaned and the key is returned. The space must be cleaned and ready for inspection no later than 12:00pm the day after your rental (unless otherwise arranged).

# CANDLEWOOD KNOLLS CLUBHOUSE

## RENTAL RULES AND GUIDELINES – DOWNSTAIRS

---

This is an agreement between \_\_\_\_\_ (CK RESIDENT RENTER) and the Board of Directors for Candlewood Knolls Community, Inc. (KNOLLS). Renter wishes to hold a private function in the Downstairs Candlewood Knolls Community Clubhouse on \_\_\_\_\_ for a total rental fee of \$ \_\_\_\_\_ and a security deposit of \$ \_\_\_\_\_. The Renter agrees to adhere to the following terms:

- The Candlewood Knolls Clubhouse may only be rented by residents of the community. The resident renter is the sole point of communication with Candlewood Knolls and its agents. It is understood the resident renter will be present at ALL times, including viewings and the rental event. The resident renter will make caterers, and any other parties associated with the rental event, aware of the Rules and Guidelines, which they sign.
- The Renter will ensure that “After the Event” details from the above Renter Rules & Guidelines are strictly adhered to, keys are returned and the space is cleaned and ready for inspection by 12:00 pm the day after the rental (unless otherwise arranged).
- It is understood the Renter assumes full responsibility for any damage to the building, equipment, or grounds caused by himself, his staff, his subcontractors, i.e., caterer, musicians, entertainers, or guests, and any cleaning costs incurred by Candlewood Knolls as a result of inadequate cleaning by the Renter
- The Renter will instruct their guests to park in designated parking areas. All cars are to be parked so the normal flow of traffic is not impeded. Parking in front of the mailbox area is prohibited on days of mail delivery. Cars blocking traffic may be towed at owner’s expense.
- The Renter shall review with the Knolls agent the decorations and their method of application. The Knolls discourages the use of nails, thumbtacks and tape and lit candles. The agent shall have final approval of the application methods and devices.
- The Renter agrees to turn off all electrical equipment and lock all doors before leaving the premises during their entire rental period. Candlewood Knolls is not responsible for any items lost or stolen during the rental period.
- A Certificate of Proof of Homeowner Insurance with a minimum combination of \$300,000 personal and property liability coverage needs to be given to the office at least two weeks prior to the event date. If necessary, claims will be made against this policy in cases of damage to the Clubhouse, the grounds or individuals due to the actions of the Renter, their guests or subcontractors. (Typically, there is no fee for providing this certificate by the insurance company.)
- The Renter agrees to abide by the Candlewood Knolls Clubhouse Rental Rules and Guidelines. Should the Renter not abide by the Rental Rules and Guidelines, Candlewood Knolls may withhold the security deposit at the Board’s discretion.
- The Renter will pay the total rental fee, security deposit and provide proof of insurance at least two weeks prior to the date of the function.
- COVID-19 Protocol: The renter agrees to adhere to the regulations/executive orders set forth by the Governor of CT, and that are in place at the time of the event. Specifically, with respect to the number of guests allowed to attend an indoor event, personal hygiene (hand washing, use of hand sanitizer, etc.), and social distancing stated in these regulations. Guests not feeling well or presenting symptoms of COVID-19 should be directed not to attend the event

I have read and understand the terms in the Rental Rules and Guidelines and will abide by them.

Signature of Renter (required) \_\_\_\_\_ Date \_\_\_\_\_