

CLUBHOUSE RESERVATION FORM

THE CLUBHOUSE IS A SMOKEFREE ENVIRONMENT

Unit # of Owner: \_\_\_\_\_  
Date of Event: \_\_\_\_\_  
Type of Event: \_\_\_\_\_  
Starting Time: \_\_\_\_\_  
Ending Time: \_\_\_\_\_  
# of People Expected: \_\_\_\_\_  
Approx. Age Group: \_\_\_\_\_

Name of Unit Owner (Responsible Party): \_\_\_\_\_

Telephone Numbers: (Home) \_\_\_\_\_ (Work) \_\_\_\_\_

Name of Tenant: \_\_\_\_\_  
(Must be in attendance at party)

Signature of Unit Owner: \_\_\_\_\_

Signature of Tenant in Attendance: \_\_\_\_\_

1. A deposit in the amount of \$75.00 is required at the time the reservation is made. No reservation will be considered official, nor will it be marked on the calendar until the deposit has been received and an application has been signed. This security deposit is for the use of the clubhouse only. Attendant fee is not included. The \$75.00 deposit will be returned only if the Clubhouse is thoroughly cleaned (same condition you got it in). If the Clubhouse isn't cleaned to our specifications, we will have it cleaned and the cost of the cleaning will be deducted from the \$75.00 deposit. This fee is based on a six-hour period with one additional hour allowed for set-up and one hour for clean up. Evening events may not extend beyond 1:00 A.M.
2. An attendant, provided by the Association, must be present for the entire rental period, including setup and cleanup. The attendant is paid directly by the sponsor at the time the reservation is made. **You will include a separate check made out to "West Farms Village" in the amount of \$180.00 along with the \$75.00 deposit and the reservation form. All reservation forms must be mailed to Imagineers, 635 Farmington Avenue, Hartford, CT 06105, Attn: Mary.** The clubhouse rental is for a total of 8 hours including setup and cleanup. If the event runs over the allotted time (total of 8 hours), the attendant is paid \$21.00 per hour and you are to pay the attendant the overage before you leave the facility. During the event, the attendant is in charge of the clubhouse.
3. The use of the picnic area will be contained to that area only. You and your guests are NOT allowed to use the pool or the clubhouse while in the picnic area. If you are having more than 20 people in this area, a reserve form will need to be filled out.
4. Clean-up is the option of the sponsor. If the sponsor chooses not to clean up following the event, arrangements can be made with the attendant, prior to the event. The sponsor will be billed, separately, for any damage done to the clubhouse.

Clubhouse Reservation Form  
Page Two

5. The clubhouse may be reserved by a West Farms Village owner, whose association fees are up-to-date, both at the time of the application and at the time of the event.
6. Reservations for activities must be approved by the Joint Recreation Committee to prevent conflict with Association sponsored events. *Contact Mary Brault at Imagineers, 247-2318, to schedule an event.*
7. Occupancy of the Clubhouse main room by more than 114 persons, as determined by the Connecticut Fire Safety Code, Section 20-41-8.03, is dangerous and unlawful.
8. Only the upper level of the Clubhouse may be rented for functions. The lower level is not available.
9. The Association is not responsible for personal property left on the premises at the conclusion of the event.
10. No open-to parties will be permitted (i.e. ad in the paper "Come join the ... at West Farms.) This included political functions, fund raisers, business conferences, sales demonstrations and other functions of this nature. Exceptions will be considered following a written request to the Joint Recreation Committee. The written request must be submitted three weeks in advance of the event.
11. Adequate supervision is required for functions primarily attended by minors. The adequacy of the supervision must be approved by the attendant prior to the event.
12. No animals are permitted in the Clubhouse, except for guide dogs for the handicapped.
13. Use of office is off limits.
14. The front door is the only means of entry and exit to be used for guests, as well as all items for the event. All items, including decorations, are to be removed at the end of the event. All decorations or signs put up along roadways, on signs or on the exterior of the building must be removed immediately after the event.
15. Use of the clubhouse does not include use of the pool.
16. The attendant will call the sponsor prior to the event to finalize all arrangements.
17. The clubhouse is **NOT AVAILABLE** for rent on any holidays!
18. Requirements for clean up after all functions:  
Please see the attached Clubhouse rental cleaning checklist for all required areas and items that must be cleaned before you leave the premises. The attendant will inspect the Clubhouse and will have the authority to withhold any or all of your deposit, if it is not cleaned properly.

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I have read the complete Clubhouse Reservation Form and fully understand my responsibilities.

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Signature of Sponsor

## West Farms Village Clubhouse Rental Cleaning Checklist

The following is a list of the areas and items that must be cleaned before you leave the premises. The attendant will inspect the premises and they have the power to withhold your deposit if it is not cleaned properly.

<u>Room/Area</u>	<u>Cleaning Instructions</u>	<u>Checklist</u>
KITCHEN	Clean stove	_____
	Clean refrigerator	_____
	Clean counters and sinks	_____
	Mop linoleum floor	_____
ACTIVITY ROOM	Vacuum all rugs	_____
	Put back furniture as it was found	_____
	Wipe counters	_____
	Clean sink	_____
	Mop dance floor	_____
	Clean and wash ashtrays	_____
	Remove all decorations, scotch tape etc.	_____
BATHROOMS	Clean sink and toilets	_____
	Mop floors	_____
STAIRWAY	Vacuum stairs going up and front door landing	_____
	Vacuum stairs going down	_____
GARBAGE	Remove all garbage from the BAR AREA, KITCHEN and BATHROOMS and place in outside dumpster.	_____

Any spillage causing damage may result in professional carpet cleaning. The clubhouse renter will be responsible for this charge.

**WEST FARMS VILLAGE**  
**360 Brittany Farms Road**  
**New Britain, CT 06053**  
**(860) 247-2318 Imagineers, LLC.**

**RECREATION FACILITIES RULES AND REGULATIONS**

These recreation facilities are for the use and enjoyment of West Farms Village \* residents and their guests. The Recreation Attendant is responsible for the enforcement of these rules. Since it is impossible to cover every situation through a set of rules, it is expected that every resident will exercise common sense, honesty and consideration for others in using these facilities.

Residents are responsible for informing their families and guests of these rules. The resident may be held accountable for any infractions thereof and also for the costs of any damage to West Farms Village property caused by negligent or willful acts of the family and guests. West Farms Village will not be responsible for loss or damage to personal property.

The Recreational Attendant has the authority to decide whether any activity is injurious to the safety of persons or property and to take appropriate action whether or not the infraction is specifically included in these rules.

Inappropriate behavior or failure to comply with either the Rules and Regulations or the Recreation Attendant's instructions will not be tolerated. Such activity will be brought to the attention of the appropriate Board of Directors, possibly resulting in suspension of recreation privileges and (where appropriate and necessary) prosecution to the full extent of the law.

Any complaints, requests or suggestions about these rules should be made in writing to the Joint Recreation Committee (JRC), which is comprised of members from Section I, Section II, and Section III Boards.

**CLUBHOUSE GENERAL RULES**

1. All guests using the Clubhouse facilities must be accompanied by a West Farms Village resident. A guest is defined as anyone visiting a resident of West Farms Village who is not registered with Management as an owner or lessee.
2. The unit owner will be held responsible for any damages inflicted upon any Clubhouse property by their family or guests or tenants.

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\* For purposes of simplicity throughout, qualifying residents of WEST FARMS RIDGE are included herein by reference when the expression "West Farms Village" is used.

## CLUBHOUSE (CONT'D.)

3. No animals/pets are allowed in the Recreation Area (including the Clubhouse) at any time. Exceptions will be made for animals that aid those falling under the ADA (American Disability Act).
4. The main room of the Clubhouse is for the use of adults only. Children under 18 may use this room only when accompanied by a responsible adult or with permission of the JRC, during normal pool hours. Priority will be given to anyone renting the clubhouse.
5. No one under 18 is allowed in the kitchen area unless accompanied by a responsible adult or at Association sponsored events.
6. The exercise room is open to adults 18 and over and may be used only when two or more are present. Those under 18 years may use the exercise facilities ONLY when accompanied by a parent or legal guardian, who must remain in attendance during the exercising.
7. The exercise room is locked when not in use. All persons using the exercise room must sign in and out with the Recreation Attendant who will provide access to the room.
8. The exercise room is only available during the pool season and during pool hours.
9. Running, pushing, wrestling and other horseplay is dangerous and will not be permitted within the Clubhouse.
10. For your information, as a physical protection from vandalism to our pool area, security dogs will be within that area when the pool is closed.

## RESERVING THE CLUBHOUSE

1. The Clubhouse may be reserved for private parties by West Farms Village residents who are not in arrears in any Association fees. Reservations are made through Suzanne Etzel at Imagineers, 247-2318, by completing a separate "Clubhouse Reservation Form". No events may extend beyond 1:00 A.M.
2. The Clubhouse may be reserved under the following fee schedule:
  - A) Board or authorized Committee-sponsored activity- no charge to users.
  - B) Owner-sponsored events, with the owner-sponsor present, paid as follows:

\$75.00- deposit upon reservation  
-75.00- refund if facility is properly cleaned and undamaged after use

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**FEE: \$ 180.00** to the Association attendant, which is for an 8 hour period. If your function goes beyond the 8 hours additional payment will be required. If the facility is improperly cleaned and/or damaged the Owner's account will be charged for the additional damage and your security deposit will not be refunded.

- C) West Farms Village Renter- sponsored events, with Owner-signed confirmation of responsibility:

\$250.00- deposit upon reservation  
-250.00- deposit refund if facility properly cleaned and undamaged after use  
**FEE: \$180.00** to the Association and attendant, which is for an 8 hour period. If your function goes beyond the 8 hours additional payment will be required. If the facility is improperly cleaned and/or damaged the Owner's account will be charged for the additional damage and your security deposit will not be refunded.

- D) The Clubhouse can not be rented out for functions in which a nominal domination's are charged. The Clubhouse can not be used for selling anything at any time.
3. Reservations will not be considered official until receipt of deposit. Any Association fees must be up-to-date both when making the reservations and at the time of the party.
  4. The Management Company or its delegate will inspect the premises inside and outside following each party. A strict clean-up checklist will be used as a guideline. If premises are in acceptable condition the deposit will be refunded within 5 working days.
  5. An Association employee must be on duty during all rental functions. It is the responsibility of the sponsor to pay the Association employee. The current hourly rate is \$12.50 per hour for an 8 hour period including set-up and clean-up. All checks must be mailed to the management company at least ten (10) days prior to your event. The attendants check will be issued by the management company, once your fees have been received. Fees for functions extending beyond the eight hours are explained on the "clubhouse reservation form".
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