



Colonial Woods Association, Inc.
5 Colonial Road
Plainfield, CT 06374
(860) 230-0556

CLUBHOUSE RENTAL AGREEMENT

RENTER'S INFORMATION

☐ CWA, INC. Resident

☐ CWA, INC. Non-Resident

Name: _____ Phone: (____) ____ - ____ Other: (____) ____ - ____
First MI Last Home Cell

Address: _____
Street Town/City State Zip

NOTE: CWA, INC, Residents must be current on all dues and fines and may not rent facilities for Non-Residents.

EVENT INFORMATION

Type of Event: _____
I.e. Birthdays, Showers, Etc.

Date of Event: ____ / ____ / ____
MM DD YY

Start Time ____ : ____ A.M. / P.M. End Time ____ : ____ A.M./P.M. Est. Attendance: ____

☐ 4 Hrs. (\$100 Resident \$300 Non-Res.) ☐ 6 Hrs. (\$150 Resident \$350 Non-Res.) ☐ 8 Hrs. (\$200 Resident \$400 Non-Res.)

RENTAL CONFIRMATION

Reservations will only be confirmed once entire payment has been provided with a signed rental agreement, including the refundable Security Deposit in hand for **\$200.00** (cash or credit), Rental Fee in one of the above amounts, as well as the **\$50.00** Retention Fee. **Checks are to be made payable to Colonial Woods Association, Inc.** Reservations are accepted on a first-come basis. The security deposit credit and/or cash will be returned after a clubhouse inspection post event. Refusal to comply with provided Clean-Up Procedures may result in forfeiture of deposit. Any parties going past the listed end time will be charged at \$50 per hour.

By signing this Rental Agreement, you acknowledge that you have received, reviewed, and fully understand the Associations conditions and rules and regulations. You accept full responsibility for the conduct of all parties in attendance during your event. You agree to pay all fees, charges, penalties, or other financial responsibilities arising from your negligence or your guest's negligence as a result of renting this clubhouse.

X _____
Renter's Signature

Date: ____ / ____ / ____
MM DD YY

X _____
Clubhouse Coordinator's Signature

Date: ____ / ____ / ____
MM DD YY

FOR OFFICE USE ONLY

Refundable Security Deposit (Cash or Credit Only): ____ (\$200.00)

Rental Fee Amount: \$ ____

\$50 Retention Fee ☐

ID of Renter Verified: ☐ Clubhouse Opener: _____ Clubhouse Closer: _____

Rules and Responsibilities for Rental of Colonial Woods Clubhouse

1. Renters are responsible for having someone age 18 or older present at clubhouse at all times.
2. Office and/or office equipment is not available for use during events.
3. Damage caused by the renter or their guests will be subject to a forfeiture of their security deposit.
4. Renters and guests must obey all laws, by-laws, and rules and regulations as set forth by the State of Connecticut, Town of Plainfield, and Colonial Woods Association, Inc.
5. Renters and guests will use the Colonial Woods Association, Inc. Clubhouse at their own risk and will accept full responsibilities for their actions.
6. Special Effects are not allowed.
7. Consumption of alcohol is permitted in moderation; Non-Residents require an insurance rider be purchased at the expense of the renter. Typical cost ranges from \$125-\$200 per event.
8. Per Fire Marshal, room capacity is 78 persons when using chairs and tables or 150 persons when standing or using just chairs.
9. Smoking is forbidden inside clubhouse to include the bathrooms. Smoking is permitted in the rear of the clubhouse. Please dispose of cigarettes in the ashtrays provided.
10. Damage to the grounds surrounding the clubhouse, parking lot, and mailbox is also included in this agreement.
11. Decorations and fasteners must be removed. Only painters tape should be used to hold decorations. No staples or tacks. Utilize table clothes to protect the tables.
12. No pets or animals are allowed inside the clubhouse except service dogs.
13. If required renters shall obtain at their cost any and all licenses and permits as required by law.
14. In case of an emergency, please dial 911. If the Plainfield Police are needed, they can also be reached at 860-564-0804.
15. Perform Clean-Up Procedures detailed in provided checklist and sign for work performed.
 - a. Clubhouse must be left in the same condition as your arrival. Please note any issues prior to signing the rental agreement.
 - b. Remove all personal property (Personal property left will be removed).
16. Colonial Woods Association, Inc. is not responsible for loss or damage to personal property.

Please enjoy our clubhouse. We hope you have a wonderful and successful event. Please be safe and we look forward to working with you again.

Emergency 911 (Police, Fire, Medical)

Direct #: Plainfield Police Department 860-564-0804

Clean-Up Procedures

- ☐ Wipe down chairs and tables as needed
- ☐ Be sure counters are clean in kitchen and bathrooms
- ☐ Clean out sink, microwave, refrigerator, and stove
- ☐ Sweep floors (including hall, kitchen, & bathrooms)
- ☐ Vacuum floor mats
- ☐ Wash floors (including hall, kitchen and bathrooms)
- ☐ Empty trash into receptacles outside (all rooms)
- ☐ Folding tables and chairs are placed neatly back in storeroom
- ☐ Inflatables/tents/misc. rentals have been or will be removed day of event
- ☐ Personal property and decorations are removed

By signing the below I, _____, certify that the following criteria has been met or have provided reasoning for otherwise below and understand that this may result in entire or partial forfeiture of my security deposit.

X _____
Renter's Signature

Date: ____ / ____ / ____
MM DD YY

X _____
Clubhouse Closer's Signature

Date: ____ / ____ / ____
MM DD YY

Comments/Concerns/Feedback:
