

RESERVATION FORMS FOR EXCLUSIVE USE OF MAIN HALL

for
STRAWBERRY FIELDS CONDOMINIUM ASSOCIATION CLUBHOUSE
SOUTH WINDSOR, CONNECTICUT 06074

All local, state & federal laws concerning the use of alcohol must be adhered to. The selling of alcohol on the premises of the clubhouse is prohibited.

To comply with local Fire Ordinances the capacity of Clubhouse shall not exceed 64 persons.

The reservation entitles a unit owner, and all their guests, to the exclusive use of the Main Hall and kitchen areas. All guests will be able to share the use of the lobby, restrooms and deck, but should refrain from entering the Library or Exercise rooms, which are always reserved for the exclusive use of the Strawberry Fields residents.

Pursuant to Rules Article IX(b)(i) the unit owner requesting to reserve the clubhouse shall pay a reservation fee, as stated below, to the clubhouse committee (CHC).

Any hired service, such as a caterer or band, must provide to the CHC or BOD proof of liability and Worker's Compensation insurance at least seven (7) days prior to the event.

It is the responsibility of the UNIT OWNER reserving the Main Hall to insure that all their guests park in the lot adjacent to the North side of the building. No Parking is allowed in the streets or on the lawns. In the event that the parking lot is full; overflow parking is allowed only on the south side of the entrance road (Strawberry Lane) and no parking is allowed along the 100 building access road nor the access drive way to the brick house.

The Unit Owner is responsible for maintaining the conduct of the party so as to minimize disturbances to other residents using other areas in the Clubhouse and its environs; for ascertaining the Clubhouse is cleaned and straightened; and that the Regulations as laid out in Article IX of the Rules are adhered to.

Chairs, tables, kitchen equipment and cleaning equipment will be made available. However, it will be the responsibility of the person reserving the hall to arrange things as they require and then return all equipment to the original configuration.

Fee Structure - The Association will charge a \$100 fee (for the exclusive use of the main room of the clubhouse), and require a \$175 refundable deposit, which the Association will hold to offset any costs incurred for cleaning of or damage to the clubhouse. By holding this deposit, the association is not waiving its right to take legal action to seek compensation for any damages incurred beyond the amount of the deposit. There is an additional option, If desired, to rent the outside Grill (with propane and utensils) for an additional \$35 (making the rental fee \$135 vs \$100).

Within twenty four (24) hours after the event, the Clubhouse will be inspected to determine what, if any, expense is required to place the Clubhouse in a clean condition. Such expenses will be applied against the cleaning deposit. In accordance with subsections 19.3(f) and 25.2(l) of the declaration charges for damages and/or charges incurred by the Association caused by this function and its participants will be assessed against the owner's property in whose name this facility is being reserved. Should there be no damage, additional charges and/or major cleaning necessary, all deposits will be refunded to the unit owner within seven (7) days.

KEEP THIS PAGE FOR YOUR INFORMATION

STRAWBERRY FIELDS CONDOMINIUM ASSOCIATION
Clubhouse Reservation, Unit Owner Responsibilities

KEEP THIS PAGE FOR YOUR INFORMATION

- I. SMOKING: is prohibited inside the clubhouse and on the deck & all Smoking materials must be disposed of in the provided outside receptacles.
- II. ROOMS: Your reservation includes the large hall, kitchen and bathrooms. LIBRARY/EXERCISE ROOMS ARE NOT PART OF YOUR RESERVATION.
- III. FURNITURE: Tables, and chairs may be relocated for your function, provided that you return each piece to its original location as you clean up after the event
- IV. KITCHEN: Feel free to store what you need, yet be sure to remove everything from the refrigerator, stove, oven, microwave when your function is over. Ice may remain in the freezer. Spills in these areas must be wiped up. All small & large appliances (except refrigerator) must be turned off.
- V. CLEANING: It is your responsibility to mop up spills. Cleaning equipment is located in the janitor's closet.
- VI. BATHROOMS: Upon completion of your function, please empty wastebaskets. Mop clean any spills and wipe down countertops.
- VII. TRASH: Trash receptacles, lined with bags, have been provided. At the end of your function, securely close the bags and store them in the janitor's closet.
- VIII. Return tables and chairs to where they were stored. What ever is used must be returned to its original storage area.
- IX. LIGHTS/SECURITY: All lights should be turned off before you exit the building. Please be sure all doors & windows are locked.

If the above guidelines are adhered to,
your security deposit will be refunded within seven (7) days.

THANKS FOR YOUR COOPERATION IN KEEPING OUR HALL CLEAN AND NEAT

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SPECIAL EVENT INSPECTION FORM

THIS FORM WILL BE FILLED OUT JOINTLY BY YOU AND A CHC MEMBER

Item Passed = **P** Item Failed = **F**

<u>Item</u>	<u>PRE Event</u>	<u>POST Event</u>	<u>Comments</u>
<i>Bathrooms:</i>			
Sinks	_____	_____	_____
toilets/urinal	_____	_____	_____
general condition*	_____	_____	_____
<i>Kitchen:</i>			
Refrigerator	_____	_____	_____
Oven	_____	_____	_____
Microwave	_____	_____	_____
Sink	_____	_____	_____
general condition*	_____	_____	_____
<i>Main Room:</i>			
Tables and Chairs	_____	_____	_____
general condition*	_____	_____	_____
<i>Hallway:</i>			
general condition*	_____	_____	_____

OTHER COMMENTS: _____

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	Pre Event		Post Event	
	Signature	Date	Signature	Date

Renter:	_____	_____	_____	_____
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CHC Member:	_____	_____	_____	_____
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general condition* = floors, walls countertops, waste baskets, supplies (i.e.: toilet paper, paper towels, etc.) and any other notable items.

RETURN THIS PORTION WITH YOUR RESERVATION DEPOSIT

Request is hereby made by the undersigned Unit Owner of Strawberry Fields Condominiums, pursuant to Articles IX sect. 9.1 of the Rules and Regulations, for an exclusive license to use the Main Hall.

I have read the the 'Rules and Regulations' for use of the Main Hall at Strawberry Fields Condominium Association and agree to abide by them as stated.

Owner's (responsible party) Name & Unit #: _____

PHONE NUMBER: Home - _____ Work/Cell _____

DATE of function: _____

HOURS of function: _____

Maximum lease time is sixteen (16) hours.

SIGNATURE: _____

DATE: _____

RETURN

TWO CHECKS -in the amounts of \$100 (\$135 if you desire the grill option) and \$175)

MADE PAYABLE TO:

Strawberry Fields Clubhouse

and

THIS COMPLETED FORM & the INDEMNIFICATION AGREEMENT
to

The ClubHouse Committee (CHC)
(if possible) - AT LEAST TWO (2) WEEKS PRIOR TO THE EVEN

(The \$175 refundable deposit will be returned to you
if the property is returned to its original order at the end of your event.)

RETURN THIS PORTION WITH YOUR RESERVATION DEPOSIT CHECKS

TO:

The ClubHouse Committee (CHC)
STRAWBERRY FIELDS CONDOMINIUM ASSOCIATION
RESERVATION INDEMNIFICATION AGREEMENT
for the Main Hall of the Clubhouse

RETURN THIS PORTION WITH YOUR RESERVATION DEPOSIT

The undersigned owner hereby agrees to indemnify and hold harmless Strawberry Fields Condominium Association against any and all claims, including costs of litigation, which may arise from the event which he/she has contracted for exclusive use of the Main Hall.

The undersigned further agrees to reimburse the Association immediately for the cost of repairing and/or replacing any and all damages to the Clubhouse and shall pay all costs, including reasonable attorney's fees in collecting any sums due from the undersigned.

SIGNED: _____ (Unit Owner)

UNIT NUMBER: _____ DATE: _____

RETURN THIS PORTION WITH YOUR RESERVATION DEPOSIT

TO:

The ClubHouse Committee (CHC)