



Cromwell Hills Condominium Association (#1), Inc.  
 9 Birch Court Cromwell, Ct 06416  
 Phone (860) 635-7070 Fax (860) 635-7073  
 Website: www.cromwellhills.com E-mail: office@cromwellhills.com

## CLUBHOUSE A RENTAL CONTRACT

On behalf of Phase I and Phase II of Cromwell Hills Condominiums (hereinafter "Association") Cromwell Hills Condominium Association (#1) Inc. has received and accepted a Clubhouse Rental Application from:

\_\_\_\_\_ the unit owner of record for \_\_\_\_\_  
 Name Address

It is agreed and understood that the Association will rent Clubhouse A to \_\_\_\_\_  
 Unit Owner Name

Under the following terms and conditions:

The date of the Event: \_\_\_\_\_

Description of Event: \_\_\_\_\_

Starting Time: \_\_\_\_\_

Ending Time: \_\_\_\_\_

The rental fee of **\$250.00** has been included with this application. This fee is necessary to "lock in" the rental date and is non-refundable unless another rental contract is entered into by the Association with another unit owner or a written cancellation notice is given to the Association two weeks prior to the event.

The security deposit of **\$250.00** is required a minimum of two weeks prior to the event.

The security deposit will be returned to the unit owner after inspection of the clubhouse to determines if all the clean up and rules and regulations have been completed and no damage to the property has occurred.

Failure to return the clubhouse to the condition prior to rental or failure to follow the rules and regulations enclosed in this application will result in the assessment of cleaning fee, fines or forfeiture of security deposit. This could result in the partial or total loss of the security deposit, or if damage exceeds the deposit, an assessment charged to the unit owner's account to cover the balance. Failure to pay the balance will result in legal action at the unit owner's expense.

I, \_\_\_\_\_, the owner(s) of the above referenced unit, have received a copy of  
 Name

the Rules and Regulations of Clubhouse A. I have read, understand, agreed and accepted all of these rules and regulations, and will see that these rules are enforced during the period of my rental contract.

\_\_\_\_\_  
 Unit Owner's Signature Date

Phone No. (H) \_\_\_\_\_ (W) \_\_\_\_\_ (C) \_\_\_\_\_



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## WAIVER HOLD HARMLESS AND INDEMNITY AGREEMENT

I, \_\_\_\_\_ do hereby agree to hold harmless and indemnify Cromwell  
Unit Owner Name

Hills Condominium Association, Inc., Phases I and II, their Boards of Directors and their current Management Companies, from any loss, lawsuit, claim or damage, including attorney's fees and court costs, Cromwell Hills Condominium Association, Inc. may sustain as a result of the my use/rental of the Association's Clubhouse.

I understand that by signing this document I am agreeing to waive any rights I have to take any action, legal or otherwise, against Cromwell Hills Association, Inc., for injuries my guests or I sustain due to negligence of the parties of this agreement, or from any other cause in connection with the use of the clubhouse facility.

Event Date: \_\_\_\_\_

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

Printed Name of Unit Owner: \_\_\_\_\_

Date: \_\_\_\_\_



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**CROMWELL HILLS CONDOMINIUM**  
**Rules and Regulations for Rental of Clubhouse A**  
**Effective June 15, 2002**

1. The clubhouse is only available for use for a personal event by a Unit Owner of Cromwell Hills Association, Phases I and II. Phase III unit owners may use the facility as part of an understanding among the Associations. The unit owner must be in good standing with the association rules and regulations and up to date with all fees, special assessments, fines, etc.
2. If the Clubhouse should suffer any circumstance or damage that would render it unsafe or unacceptable for use, Management will notify all Unit Owners who have upcoming reservations, so they can make other arrangements. The Association does not accept any responsibility for compensation in the event of such a closure or cancellation.
3. The Unit Owner must be present at the event for which the clubhouse is rented. The unit owner shall enforce the rules and regulations of the rental contract and will accept responsibility for the actions of his/her guests at the event. While it is the intention of the Association that every event be an enjoyable one, renters and their guest are to conduct themselves in a non-offensive manner, and the level of noise/nuisance should not disturb the surrounding units. If for any reason whatsoever the event is terminated (excessive noise, unruly behavior, police appearance, etc.) the unit owner will forfeit the return of their security deposit.
4. **If the Police are called for any reason, including but not limited to noise disturbance, rowdiness, underage drinking, fighting, etc., the unit owner forfeits the right and/or privilege to use Clubhouse "A" at any time in the future. Unit Owner shall also forfeit security deposit. Phase I Management will make such determination.**
5. It is the responsibility of the unit owner to see that all guests comply with local laws and ordinances. **Under no circumstances will underage consumption of alcohol be permitted.** If this is found to occur, the event will be terminated immediately, and the Unit Owner will forfeit the return of the security deposit.
6. No keg beer is allowed on the premises.
7. No stag parties.
8. No admission charge will be allowed at any function, nor may anything be sold at an event at the clubhouse, except those sponsored by the Association. Fundraisers are not permitted. The only exception to these is Recreation Committee events.
9. Parking is allowed in designated areas only; this would include visitor spaces near the clubhouse and non-yellow lined areas. The snow tow rules apply. During a winter storm, no parking is allowed on the main road due to snow removal. Cars parked in unauthorized areas will be towed at the owner's expense. No overnight parking.
10. Clubhouse A is a smoke free building. Smoking only allowed outside the building on ground level and not on the deck or stairs. All cigarette butts are to be removed in a safe manner and not left on the ground.
11. The Unit Owner agrees and understands that he/she is responsible for the clean up of the clubhouse at the end of their event, or until 10:00 a.m. the following day provided permission is requested in writing and approved in advance. Cleaning supplies, trash bags, mop, broom, vacuum, etc. are to be supplied by the unit owner.
12. NO GLITTER.



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Clean-up will include:

- Kitchen: Remove all food and beverages from the kitchen. Clean all counters, stovetop/oven, sink and refrigerator. Sweep and mop the floor.
- Chairs and Tables: Wipe clean and return to the storage room.
- Hall: Remove all decorations including tape, staples, nails screws, and thumbtacks. Vacuum the entire hall. This should include the main meeting area and the entry hall.
- Bathrooms: Should be left "broom clean." Sink and vanity should be cleaned.
- Trash: All trash receptacles are to be emptied, the trash bags removed from the building and placed in the dumpster. Please follow currently enforced recycling practices.
- Exterior of the Building: All decorations should be removed. Any debris (cups, paper, cigarette butts, etc.) should be picked up and put in the trash.
- Air Conditioning: Air Conditioning should be turned off. Failure to turn off the air will result in a fine of \$25 per day.
- Key: Must be returned no later than 10:00 a.m. the following business day or can be dropped in the drop-off box in front of the building at any time prior to the 10:00 a.m. deadline. The fee for late key return is \$25 per day. Loss of key will result in a charge of \$200 to replace the locks and keys for the building.
- Failure to comply with the cleaning procedures stated above will result in a charge based on the hourly rate for a cleaning person to complete the clean-up left by the Unit Owner.
- All charges will be deducted from the security deposit. Any charges that exceed the amount of the security deposit will be billed to the unit owner.

13. Damage that occurs to the clubhouse or the surrounding grounds will be assessed by Management or (if necessary) a qualified contractor. Any damage that exceeds the amount of the security deposit will be billed back to the unit owner. If other rentals are pending, the association reserves the right to pay a contractor premium for immediate service to restore the Clubhouse to its original condition. Non-payment of this bill will result in legal action to recover the balance due to all reasonable attorney fees and expenses. If the pursuit of legal remedy is necessary, the Unit Owner forfeits their right to rent the clubhouse in the future.

14. A copy of the inspection report and the refundable portion of the security deposit will be mailed to the Unit Owner within 20 business days of the rental.

By signing below, I hereby state that I have read the Rules and Regulations and understand them completely.

\_\_\_\_\_  
Unit Owner

\_\_\_\_\_  
Date



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### **RENTAL TIPS AND CHECKLIST**

1. Remember to bring a broom, vacuum and cleaning supplies (cleaning fluids, mop and sponges, trash bags) because these items are not provided.
2. The key you have received is for the front entrance. The key can sometimes stick, jiggle it and pull out slightly if there is a problem. To secure this door when you leave, pull it closed firmly and check to make sure that the lock has latched.
3. The light switch for the downstairs lobby is on the left side of the concrete wall.
4. The light switches for the downstairs hallway and bathrooms are on the bulletin board wall.
5. The light switches for the upstairs meeting room and air conditioning controls are on the East wall to the right of the kitchen service window. Also, please note that the small toggle switches to the right of the light switches are dimmers for each individual ceiling fixture.
6. Clean up should include:
  - Vacuum hall and stairs
  - Mop the kitchen floor
  - Clean counter tops and refrigerator
  - Remove all decorations including tape from walls and railings
  - Shut off all lights and turn off air conditioning or turn heat down to 50 degrees
  - Take down all tables and chairs used and replace in storage room.
  - Be sure deck area is clean
7. Please remember to walk around the outside of the building and parking lot to be sure it is cleaned and no trash left on the ground. You may want to come back the next morning (in the day light) to be certain the area is cleaned.

***The management company will make an inspection the next day.***

**Enjoy your rental !!!**