Springfield Park Place

Clubhouse/ Resident Lounge
ROOM RENTAL AGREEMENT

Resident Name: _____ Unit. #: _____

Event Date: _____ Start Time: _____ End Time: _____

Description of Event: _____

Serving Alcohol? Yes _ No _
(If yes, COI or H06 policy must include rider indicating alcohol beverages will be served)

List all vendors for the event (i.e., caterer – Joe's Catering, etc.) - if none, please state N/A:

_____

Number of Guests: _____ (50 maximum per local fire code)

Reservation Information

Springfield Park Place Clubhouse & Residential Lounge Rules and Regulations have been established to keep the space in excellent condition. Clubhouse reservations are only available to members of the association who are residents in good standing on their maintenance fees and other condominium charges. The resident must be present for the duration of the event. Reservations may be made **no more than 90 days and no less than seven (7) days** before the event. Reservations will be confirmed after receipt of this completed agreement and payment.

- All vendors, including but not limited to caterers, entertainers, delivery services, etc., are required to submit a proper Certificate of Insurance. Deliveries must take place the day of your event.

For information on availability, please call Management at 973-258-0040.

The following fees apply to private events:

- $175 (non-refundable) for events lasting up to six (6) hours, which includes any time needed for setup and cleaning. Check made payable to "Springfield Park Place" shall be collected at time of reservation request. The pre-event walkthrough shall not occur more than twenty-four (24) hours prior to event. At that time, the keys will be given to the renter. SPP will not prorate fees for

shorter events.

- $500 refundable security deposit (separate check from the renter's charge) will be required two (2) weeks prior to the date of the function. Proper identification is required. This security deposit will be returned provided there are no damages caused to the clubhouse or .
- $50 extra fee for setup and breakdown of up to 4 tables and 15 chairs. Residents and guests are prohibited from moving any furniture. If you have a specific request as to layout you must with SPP staff to discuss room setup and movement of furniture. If any resident or guest moves furniture it may result in the forfeiture of the security deposit.
- If the renter cancels the reservation at least twenty-one (21) days prior to the event, a full refund shall be provided. However, any cancellation that occurs less than twenty-one (21) days prior to the event will incur a cancellation fee of $_____ due to the Association's administrative costs and the lost opportunity to re-rent the premises.

All checks should be made out to *Springfield Park Place.*

The rental fee and setup fee, if applicable, will be deposited immediately. The security deposit check will be held until after the event. If there are damages over and above the security deposit, the difference will be charged to the resident's Unit as a remedial assessment. In the event that the cost of repair is unpaid, the cost shall constitute a lien on the Unit collectable as set for the in the SPP governing documents.

Renters are required to leave the Clubhouse/Resident Lounge in the same condition in which they found it. Management or staff will conduct a pre-event walkthrough of the Clubhouse with the resident during office hours to agree upon the condition in which the space was received. A post-event walkthrough will take place to ensure there is no damage. Management and/or the Association shall inspect the clubhouse and list any damage found or missing inventory. The renter is responsible for the clubhouse through completion of the post-event walkthrough, regardless of when the event ends.

The renter shall be responsible for any damage to the facility or missing/damaged clubhouse inventory that is not previously noted on the pre-event walkthrough. Damage to the clubhouse chargeable to the Unit will include:

- The time and cost to address unremoved stains to carpets and furniture;
- A $125 cleaning fee if trash is left outside of cans or any cleanup other than breakdown of tables and chairs is left for SPP staff; and
- If the renter loses the clubhouse key, the cost to replace the clubhouse lock and

all clubhouse keys replacement and all required keys.

Rules and Regulations

- All events must end no later than 12:00 am Sunday-Thursday and 1:00am Friday & Saturday.
- Wood or other objects are not permitted to be burned in the fireplace. Use only the switch to turn on the fireplace. Do not attempt to light the pilot light. Improper use of the fireplace will result in the forfeiture of the $500 security deposit.
- No more than one reservation may be made for any given date.
- No outside furniture is allowed.
- **Residents may not rearrange furniture themselves.**
- Nothing shall be nailed, stapled, or affixed to the walls or furniture.
- Anyone under the age of 17 must be accompanied by a parent or guardian.
- Guests must remain in the Resident Lounge and are not permitted to visit other spaces.
- Use of the clubhouse by the renter or their guest does not include the use of the tennis court, management office or the second floor.
- Guest parking is available on a first-come, first-served basis.
- Smoking is not permitted. Smoking will result in forfeiture of the deposit as well as fines.
- Pets are not permitted in the Resident Lounge at any time.
- The Resident Lounge may not be used for any activity prohibited by law or by the governing documents. The Resident Lounge may not be used for political fundraising, profit-making, or other commercial purpose, or for any function that is open to the public at large. Renter may not charge guests for attendance or sell or allow to be sold any goods or services at the event, including food or drinks. The purpose of event must be disclosed.
- All local laws are applicable.
- Residents and guests must abide by all SPP rules and regulations. Failure to do so may result in the expulsion of the offending person(s) or cancellation of the event.
- Management and the Board of Directors reserve the right to reject and/or

disapprove applications and withhold certain dates based on community functions, holidays, and other special circumstances that may arise.

- The Board of Directors reserves the right to cancel an established reservation on not less than ten (10) days' notice to the Renter for the purpose of holding a bona-fide function of the Association, such as a special emergency meeting of the Board, in which event, the full deposit and rental fees will be refunded to the Renter.
- Residents agree to maintain a reasonable noise level. The Board of Directors and/or Management reserve the right to shut down the event if, in the sole discretion of the community staff on duty, the noise is not controlled.
- If a noise complaint is lodged against an event by another resident, the renter shall receive a single warning to immediately lower the noise level. If this warning is not heeded, the event will be terminated.

Should any of the guidelines be blatantly broken or not adhered to, future privileges of having access to the Clubhouse/Resident Lounge may be suspended.

Waiver and Indemnification

I,_____, the undersigned resident, to the fullest extent permitted by law, hereby agree to indemnify and save harmless the Association, its managing agent, and their respective agents, officers, trustees, and employees (the "Indemnitees") from liability for any claims, damages, demands, losses, expenses, fines, causes of action, suits or other liabilities that arise out of or result from the Private Event, whether caused by me, my vendors and/or guests, or otherwise. I agree to defend against any claims brought or actions filed against the Indemnitees with respect to the subject of the indemnity contained in this Agreement, whether such claims or actions are rightfully or wrongfully brought or filed. This indemnity and defense obligation shall apply to all injury and/or damages that occur during or in connection with the Private Function that are caused or alleged to have been caused by the Indemnitee's own negligence, unless and until said injury or damage is determined to be attributable wholly and entirely to the Association's negligence or willful misconduct.

I acknowledge that the use of the Resident Lounge for the Private Event is good and adequate consideration for the indemnification and defense obligations set forth above. I further agree to abide by the rules and regulations set forth above, including those establishing fees and costs for damage to the clubhouse, being material conditions for my use of the Resident Lounge for the Private Event.

_____ _____

Signature Date

OFFICE USE ONLY	
Approved by: _____	Method of Payment:
Position: _____	☐ Check or Money Order #: _____
Approval Date: _____	☐ Check or Money Order #: _____

Springfield Park Place

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