

## AWOSTING CLUBHOUSE RENTAL RULES FOR PRIVATE EVENTS (JULY 2024)

### RENTAL AGREEMENT / PAYMENT

The Clubhouse provides an elegant facility for gatherings of up to 265 people which may be rented by a member in good standing for \$550/day. Alternatively, for smaller gatherings of up to 50 people, a 4-hour rental by a member in good standing is available for \$300. A nonmember resident of Awosting may rent for a price of \$5,500.

Full day rental reservations may be made a year in advance; 4-hour rental can only be made 3 months in advance. For larger parties it is recommended to rent for 2 to 3 consecutive days to enable time for setup and take-down.

All requests for Clubhouse rental must be submitted via the Awosting Association website, are granted on a first to request basis, and must not conflict with other scheduled functions or meetings. To confirm the reservation, full payment is required on receipt of an invoice from the Awosting Treasurer. In the event of a cancellation, a refund will be provided if the Clubhouse Director is notified at least 4 weeks prior to the event.

A security deposit of \$200.00 in cash or check is to be provided to the Clubhouse Director at least 4 weeks prior to the event. This deposit will be held to cover possible cleaning costs and/or damage and will be returned in full, or part, as appropriate.

### RENTAL DURATION / INCLUSION / DECORATIONS

The full rental period begins at 9:00 AM of the day of reservation and must be completed by 9:00 AM the following day, **inclusive of load-in and load out**. Parties must be over by midnight. Quiet time must be observed in the outdoor area after 10:00 PM. For smaller 4-hour gatherings of up to 50 people, the rental period begins at 12:00 PM (noon) and ends at 6:00 PM. Accommodation may be made for decoration setup prior to the event if the facilities are available. Check with Clubhouse Director

Clubhouse rental offers a catering kitchen with warming ovens, refrigerator, freezer, ice machine, dishwasher and sink. Round tables (seating up to 10 people), chairs and rectangular tables for serving are included for indoor facility use only. The kitchen is to be used for final food presentation, plating and bussing. It is not intended for cooking. The Clubhouse rental does not provide linens, dishes, glassware, pots, pans, knives or utensils. Audio must be arranged privately. Standard 6 tables and 50 chairs are available in the Clubhouse at all times and cover smaller 4-hour gatherings. For full rentals, additional tables and chairs can be provided. Contact Clubhouse Director for access to the storage shed.

Decorations may be displayed in the entryway and ballroom within the Clubhouse. Only Command® brand adhesive shall be used for decoration purposes. The use of gummed tape, tacks, thumbtacks, nails, pins, etc. is not permitted to mount decorations. **No glitter or foil (non-paper) confetti** is allowed on the site.

The Clubhouse is equipped with a pool table with a hard tabletop cover to enable use as a serving area. If used for serving, the available plastic covering is to be used to prevent any spill

## **AWOSTING CLUBHOUSE RENTAL RULES FOR PRIVATE EVENTS (JULY 2024)**

going onto the pool table felt. The pool table is not to be moved. If found to be moved, a charge of \$700 will be incurred to cover the cost of re-leveling. If the felt is damaged, a charge of \$875 will be incurred. The Clubhouse is also equipped with a 3-piece sofa/loveseat combination. Parents are to instruct their children that these are for sitting and not for jumping. The sofas may be repositioned within the Clubhouse but not moved outside.

### **RESPONSIBILITIES OF THE SPONSOR OF THE EVENT**

The sponsor of the event shall have the responsibility to supervise guests to ensure that the Rules of the Association as well as any current public health directives are followed. Children under (16) years of age are not permitted in the Clubhouse unless they are accompanied by an adult. No wet bathing suits are allowed in the Clubhouse. Smoking is not permitted in the Clubhouse.

Renters are responsible for removing all trash and recyclables from the site at the conclusion of the event and placing in the refuse containers provided on-site. No food items are to be left anywhere in the Clubhouse, including the refrigerator and freezer.

Use of the Fireplace: Only Duraflame logs maybe used in the fireplace. The fireplace flue must be in the open position before lighting a fire.

The facilities will be provided in a clean condition and you are required to return the space to the same clean condition in which it was found. You must notify the Clubhouse Director if the facility is not clean prior to your event. Basement facilities are off limits.

You may request a walkthrough with the Clubhouse Director prior to your event to assess existing condition. The Clubhouse Director will conduct a walkthrough after your event and assess if any damages have been incurred.

### **INSURANCE**

Special Event Liability Insurance is required of ALL renters. The insurance must be at renter's sole expense. The renter must maintain public liability and personal property damage insurance, insuring Awosting Association, Inc., contractors and contracted vendors against all bodily injury, property damage, personal injury and other loss arising out of renter's use and occupancy of the premises, or any other occupant on the premises, including appurtenances to the premises and sidewalks. The insurance required hereunder shall have a single limit liability of not less than \$1 Million, and general aggregate liability of not less than \$2 Million. Awosting Association, Inc. shall be named as an additional insured of said policy. Most home insurance companies will allow you to add Special Liability insurance to your account for the duration of your rental. Please contact you home insurance company or search Special Liability Insurance online.

### **CONDUCT**

There is absolutely no drug use permitted anywhere on Awosting Association, Inc. properties. A smoking area for legal substances will be provided outside of the facilities in designated areas.

## **AWOSTING CLUBHOUSE RENTAL RULES FOR PRIVATE EVENTS (JULY 2024)**

Disparaging remarks or any type of physical violence will not be tolerated and will be cause for immediate expulsion from the facility. Renters and guests shall use the facilities in a considerate manner at all times. Conduct deemed disorderly at the sole discretion of the Awosting Association, Inc. delegates shall be grounds for immediate expulsion from the premises and conclusion of the rental period. In such cases, NO refund of the event costs shall be made.

### **STORAGE**

There is no storage area at the Clubhouse and all rental equipment and event items must be delivered, loaded, and then removed during the rental period. Please be aware of events scheduled before and after your event and refrain from infringing on their rental period. The Awosting Association, Inc. takes no responsibility for personal effects and possessions left on the premises during or after an event. All personal effects are the responsibility of the renter.

### **CITY, COUNTY, STATE AND FEDERAL LAWS**

Renter agrees to comply with all applicable City, County, State and Federal laws and shall conduct no illegal act on the premises. This is a drug free and non-smoking facility at all times. NO EXCEPTIONS. Renter shall not sell alcohol on premises at any time. Renter may not serve alcohol to minors on the premises at any time. Renter agrees, for everyone's safety, to ensure alcoholic beverages are consumed in a responsible manner. The Awosting Association, Inc. reserves the right, in its exclusive discretion, to expel anyone who in its judgment is intoxicated or under the influence of alcohol or drugs, or who shall in any manner do or participate in any act jeopardizing the rights, use permit, or insurability, of the Awosting Association, Inc., the safety of its staff, guests or building contents.

### **LIABILITY**

Renter agrees to indemnify, defend, and hold Awosting Association, Inc., its officers, board of directors, employees, and agents harmless of and from any liabilities, costs, penalties, or expenses arising out of and/or resulting from the rental and use of the premises, including but not limited to, the personal guarantee of provision, service, and dispensing of payment by renter, its employees.

In the event Awosting Association, Inc., officers, board of directors, employees or agents, are required to file any action in court in order to enforce any provisions of this agreement, renter agrees to pay the Awosting Association Inc., all reasonable attorney fees, court fees, and costs of suit incurred the Awosting Association, Inc., including all collection expenses and interest due.

**I have read the Rental Agreement, Rules and Responsibilities and agree to the terms above.**