

Giant's Neck Heights Association, Inc. Clubhouse Rental Agreement

I declare that I am a member of the Giant's Neck Heights Association, Inc. (GNHA) in good standing in that I have no unpaid GNHA taxes, dues, or any other fees levied by the GNHA. I request permission to use the Giant's Neck Heights Association Clubhouse for:

Type of event: _____

Date: _____

Hours: _____

Location: 1 Marshfield Road Niantic, CT 06357

I understand:

1. I must be a GNHA member in good standing at the date of said event.
2. The event must end by midnight on the contracted date – Events with a band must follow town noise ordinances.
3. I will coordinate the scheduling, use and inspection of clubhouse facilities with one or more GNHA members, designated by the BOG and/or the BOG clubhouse chair. Such members shall hereby be referred to as the “Association Committee Member”.
4. The GNHA Board of Governors (BOG), or those delegated by the BOG for managing clubhouse activities, reserve the right to permit or deny use of the clubhouse to any GNHA member for any reason.
5. The BOG, or those delegated by the BOG for managing clubhouse activities, reserve the right to cancel said event prior to the start of said event, or during said event, and should circumstances surrounding such a cancellation. The BOG or its delegates on a case-by-case basis will decide appropriate reimbursement.

Rental Fees and Security Deposit (check all boxes below confirming acknowledgement):

- I will pay \$150 for the use of the Clubhouse and I will post a \$200 security deposit with the Association Committee Member, which will be held by GNHA pending the post-event inspection of the Clubhouse. If the post-event inspection reveals any missing property, equipment, or any damage to the facilities, equipment, structure or grounds, I will, at my expense arrange for the immediate replacement or repairs of said missing or damaged items. GNHA shall hold the security deposit until the above-mentioned repairs or replacements have been made to the satisfaction of the GNHA Clubhouse chair or BOG and I have paid for the full cost of them. Renters will be charged for any returned check fees. All deposits, payments, and signed contracts must be received within 7 days of booking.
- I will clean all rooms, areas, yards, and porches of the Clubhouse at the end of the event, including the main hall, kitchen, two bathrooms, stairways, and parking areas as per posted list.
- I will remove all trash, rubbish, garbage, beverage cans, bottles (full or empty) from the Clubhouse building and grounds and arrange for the disposal of them from my residence. I will clean and wash out all trash receptacles used during my event. **I am responsible for removing all signs and other paraphernalia posted for event in and around GNHA-zoned property within 24 hours.**
- I will shut off all electric lights, stove burners, and lock all doors and windows when I leave the Clubhouse at the end of my event. (I will not alter the clubhouse environmental settings, IE: heating and cooling)
- I agree to be at the Clubhouse during the entire time of the event to provide proper adult supervision to **all** persons attending the event. If, for any reason, I must leave the clubhouse premises during said event, I will designate

someone who is over the age of 21 to oversee said event during my absence. However, I retain sole responsibility for the Clubhouse, as noted in this contract, regardless of my presence or absence at said event.

- I agree to familiarize myself with all State and Town ordinances relative regulations to the holding of this type of event and I will see that ordinances, regulations and rules are fully complied with during the entire event.
- I agree to abide by the decisions made by the Association Committee Members regarding the post-event inspection.
- If alcoholic beverages are served, I personally will be responsible for my guests, and will (not) hold GNHA and/or the BOG and/or the Association Committee Member, (responsible) for any actions or accidents caused by the consumption of alcoholic beverages.
- Use of the Clubhouse parking lot is available; however, parking should not interfere with the neighbors and parking is not allowed to block the boat launch area. Loud noises and music should be used with caution, as not to disturb the neighbors.
- I agree to pay the Association Committee Member \$30.00 per hour for any clean-up services that must be performed after my event has taken place. I agree to pay this fee if item #3 and item #4 does not meet the inspection standards per the Association Committee Member. If item #1 fails to meet inspection standards, I may choose to have this fee taken from my security deposit. I agree to be responsible for all actual damages including any kitchen, interior property i.e. chairs, tables, window treatments, or wall adornments.
- I will forfeit my security deposit and future use of the Clubhouse if at any time any part of this agreement is broken and/or a GNHA member makes a formal complaint and/or Association Committee member and/or police involvement is required.
- I will be responsible for all actual damages done to the clubhouse property during said event.
- I agree not to use the GHNA Clubhouse for any business purposes during my rental period.
- I agree to hold harmless the GNHA of all accidents, which occur during my rental of the GNHA Clubhouse

Print Name	
Signature	
Address	
Contact Number	
BOG and/or Association Committe Member Signature and date	

Complete and mail signed contract and separate checks \$150.00 (rental fee) / \$200.00 (refundable security deposit) post-dated for the date of your event to:

Gina Anselmo
79 Spring Glen Road
Niantic, CT 06357

Giants Neck Heights Association Clubhouse Pre-Event Checklist

In preparation for a great event please note the items that are available for your use.

1. The following items are available for use in the kitchen / stored within various labeled drawers and cabinets:
 - Cleaning supplies
 - Garbage bags
 - Paper towels
 - Toilet paper
 - Cooking/serving utensils
 - Plastic utensils (while supplies last)
 - Paper goods (while supplies last)
 - Sugar / sweet-n-low packets (while supplies last)
 - Large sauce pots
 - Pot holders
 - Microwave
 - Large garbage cans
 - Toaster Oven
 - Two stoves
 - Refrigerator
 - 2 coffee makers (sm. & lg.)
 - Miscellaneous bowls & plates left behind
 - Miscellaneous party supplies left behind
 - Broom & mop
2. Clubhouse address for your guests:
 - Set GPS to 24 Marshfield Road
 - Niantic, CT 06357
 - look for clubhouse sign / entrance on right side
3. Folding tables are available and should remain standing after your event – no need to fold/stack them
4. Chairs are available and should be folded and returned to the rack when event is over
5. A charcoal grill is available on the lawn near the kitchen entrance. Renters are expected to remove all coals/ashes from the grill after use and dispose of at their residence
6. Bluetooth speakers are built into 6 of the light fixtures for playing audio through the phone. Turn lights on (Note: there is one outside the front double door) and connect Bluetooth to “Down Light speaker”
7. WIFI is available – obtain network name and password on modem near TV
8. TV is available for use

Contact Gina Anselmo with any questions 860-861-6857.

Giants Neck Heights Association Clubhouse Post-Event Checklist

We hope you had a great event!

To ensure the next member has a clean start in a sanitary environment and to receive your rental deposit back, please complete the checklist below at the end of you event:

Cleaning supplies, paper products & garbage bags available in white cabinet in hall
Broom & mop available in the kitchen, to the right of the refrigerator

- Remove all signs, balloons at clubhouse driveway entrance, and decorations with their fasteners (e.g. tape) from facility
- Remove and dispose of all garbage (clean garbage cans, if necessary)
- Wipe down all surfaces with cleaner
- Wipe down all tables (leave upright for next event)
- Sweep & mop all floors
- Turn off all appliances, except refrigerator
- Clean and return all kitchen items to appropriate cabinet/drawer
- Remove all personal items from refrigerator & freezer
- Leave heat/air set as is, do not turn off
- Fold and return chairs to rack
- Close & lock all windows
- Sweep & clean up any spills on deck
- Remove and dispose of all charcoal/ashes in grill
- Turn off lights
- Contact Gina Anselmo (860-861-6857) with any issues **and/or** to lock up.