

Walden Woods Conservancy, Inc.

MEETING HOUSE RENTAL AGREEMENT Revision 12/10/18

Mail to Elite Property Management, 39 New London Turnpike, Suite 330,
Glastonbury, CT 06033

Checks payable to: Walden Woods Conservancy, Inc.

Print clearly. Double check email addresses. Complete all applicable items and read all applicable documents. This is the application page. Signature page is at the end.

Rental Date ___/___/___ Day of Week _____

Start Time _____ AM PM Departure Time _____ AM PM

Set Up Time and Clean Up Time Are to be Part of the Rental Time. Be Sure to Rent Enough Time So as Not to be Charged for Extra Hours.

Lessee _____

Address _____ City _____ Zip _____

Home Phone _____ Work _____ email _____

Walden Woods Resident/Sponsor _____

Sponsor must be present at the entire event. See obligations as noted.*

Address _____ City _____ Zip _____

Home Phone _____ Work _____ email _____

Caterer _____ Phone _____ Contact _____

Note: any tent or grill, cooking equipment, etc. must be set up in the designated area. Inquire 2 weeks prior to event date. It is responsibility of Lessee to ensure that caterers, suppliers, etc. are properly licensed and have appropriate certificate of insurance.

Type of Function ___ Meeting ___ Party ___ Other (Describe) _____

Estimated Number of Guests _____ Will Alcohol Be Served? ___ Yes ___ No

NO LOUD MUSIC, OUTDOOR ACTIVITIES OR DISRUPTION TO NEIGHBORING RESIDENTS. NO BANDS NO DJs. NO GAMES ON THE GREEN. CHILDREN ARE TO BE SUPERVISED. NO CLIMBING ON PATIO WALLS. VIOLATIONS ARE SUBJECT TO FINE OR FORFEITURE OF DEPOSIT. _____ Agree (Initial)

Terms and Conditions and Special Comments/Considerations:

All catering and/or rental company information must be submitted to Elite Property Management two (2) weeks prior to the event. There are restrictions on set up of tents, cooking equipment, etc. Inquire.

Lessee agrees to rent the Meeting House facility from Walden Woods Conservancy, Inc. ("Walden Woods") on the date and at the time and for the fee and purpose set forth herein.

Lessee agrees to adhere to the Rules and Regulations of the Meeting House and Lessee acknowledges that such rules shall apply to Lessee and to all guests and attendees of the Meeting House in connection with the above described Function.

Lessee acknowledges that it has received (or has been provided electronic access to), it has reviewed and understands the Rental Information and Regulations for the Meeting House incorporated herein by reference.

Lessee agrees to be responsible for all guests and attendees who enter onto the condominium property and who come to the Meeting House for the Function and for all acts of guests and attendees before, during, and after, or in conjunction with the Function.

Lessee assumes and agrees to pay for all loss or damage to property and injury to or death of persons, whether or not caused by negligence, including costs and expenses incident thereto, arising wholly or in part, from or in connection with the existence or use of the Meeting House, and Lessee shall forever indemnify Walden Woods against and hold Walden Woods harmless from any and all liability for any such loss, damage, injury, or death.

Lessee further agrees that all activity related to the Function will not invade the privacy of the surrounding unit owners, and that all activity and noise will be contained within the Meeting House.

***In the event that the lessee is not a unit owner at Walden Woods, Lessee shall obtain a sponsor for the Function who is a unit owner at Walden Woods, and said sponsor, by executing this document, agrees to be bound by the terms and conditions of this agreement to the full extent and to the same degree as Lessee. Sponsor shall be present for entire rental time.**

***In the event Lessee is sponsored, all obligations of the Lessee shall be the joint and severable obligations of Lessee and the Sponsor. Sponsor must be present for entire rental time**

Lessee shall be responsible for payment of any and all attorney's fees and costs incurred by Walden Woods in enforcing this agreement or pursuing payment for any damages to person or property which exceed the amount of the security deposit.

Agreement cannot be assigned, amended, or changed without the written consent of both parties.

Applicable reference documents, incorporated herein, are found at: www.waldenwoodsct.com

<http://www.waldenwoodsct.com/amenities/meetinghouse/outsideuseofmeetin/>

1. rules and regulations (pdf)
2. rental rates (pdf)
3. parking (pdf)
4. alarm codes & closing checklist (pdf.)

Signature Page:

I understand the rental is not confirmed until I receive a confirmation email from the Walden Woods Meeting House Committee. () initial.

I have read and agree to the Rental Rates and Rules & Regulations. () initial

I understand there is to be no disturbance to the neighboring residents. This includes but is not limited to loud music, boisterous activities outside, etc. () initial

I have read the Parking Rules Document and I understand that the “no parking” cones and sign are located in the foyer closet with a placement diagram. I understand that there is NO Parking on the grass. () initial

I have read example of the instructions for alarm system & entry lock. () initial

I understand that the capacity of the Meeting House is 60 seated or 80 standing. ()

I understand that the TV/DVD will not be available unless I have requested it. ()

I understand that there is furniture in the Meeting House and that the larger pieces (couches and wingback covered chairs) are not to be moved from the floor where they are located. () initial

I understand that balloons that escape to the high ceiling have to be removed or the alarm systems may be triggered; so, there is a \$50.00 removal charge. () initial

I agree to read and abide by all written rules and instruction posted or placed at the Meeting House. () initial

I understand that I will receive an email with the door and alarm codes, and the name of the Before & After Volunteer, a week prior to the rental date and that there will be a checklist for closing enclosed. I also understand that my deposit will not be returned until I email the Rental Coordinator or notices@waldenwoods.com that the checklist has been used and that all items on that checklist are in order. () initial

*If I am **not** a Walden Woods resident, I have obtained the signature of a sponsoring resident and that resident understands he/she is also responsible as he/she has signed below for all terms and conditions of this agreement. () initial

I understand that my deposit may be debited for violations of contract terms including all the documents referenced in the contract, and that the amounts debited, if any, are at the discretion and determination of the Chairman of the Meeting House Committee as appointed by the Walden Woods Conservancy Board. () initial

I understand that there is an automatic \$100.00 fine if the bath rooms are not thoroughly cleaned, floors included, and the kitchen floor is not cleaned. () initial

I understand the Closing/Clean Check Sheet is part of this contract. () initial

Lessee's Signature _____ Date _____

Sponsor's Signature* (see notes) _____ Date _____

Accepted: Walden Woods Conservancy _____ Date _____

Total Hours Leased _____

Checks Payable to: Walden Woods Conservancy, Inc.

	Total Due	Amount Paid	Date	Check #
Security Deposit	_____	_____	_____	_____
Rental Fee	_____	_____	_____	_____

A contract is not in place and the Meeting House is not reserved until this document has been received by Elite Property Management, is properly and fully signed and initialed by the renter, signed by the sponsor (if applicable,) both checks for the proper amount have been received, and a confirmation email has been received by the lessee from chairperson or member of the Meeting House committee.

The Meeting House is the investment and the property of 336 unit owners of Walden Woods (Walden Woods Conservancy, Inc.). *Residents who act as sponsors for a lessee: you are responsible for obligations of the person(s) you sponsor. Sponsors must be present at the function for the entire rental time.

BIGGEST ISSUES WHICH RESULT IN DEDUCTIONS FROM DEPOSITS:

1. Balloons: if balloons escape their required tethers and rise to the top of the Meeting House they have to be removed. If they are not, when they eventually come down, they trigger the motion detection device and the police and/or the fire company are alerted. The deduction for loose balloons is \$ 50.00.
2. Trash: the trash has to be taken with you. There is no dumpster.
3. The bathrooms are not cleaned including the floors. Carpets not vacuumed.
4. Parking violations and/or disturbance(especially loud music, outdoor activities, unsupervised children, etc.) which infringe on privacy of neighboring residents.
5. Chairs and tables not stacked in the closet as shown on diagram in closet.

Renter's Checklist: (Revision 8/15/19) WE DO NOT WANT TO WITHHOLD OR DEDUCT ANY MONEY FROM YOUR DEPOSIT, but the fact of the matter is that some renters do not abide by the rules for conduct and care of the facility. Here is your check list for closing.

1. Is all the trash removed..... kitchen and both bathrooms?
2. Is the oven off? Is the refrig emptied and cleaned?
3. **Are the bathrooms and kitchen clean? Floors included.**
4. Has the entire first floor been vacuumed? Upstairs vacuumed if you used it?
5. Have any accidental spills been spot cleaned with materials in the stairwell?
6. Have the folding chairs and folding tables been put away properly?
7. Has the furniture been put back in its proper place?
8. Is there any accidental damage to report?
9. **Have any balloons escaped to the high ceiling area?**
10. **Has the heat or air conditioning been reset according to the posted instructions?**
11. Are the front doors all locked?
12. Are the NO PARKING cones returned to the inside closet?
13. Are all signs, banners, balloons removed from outside and inside, including any tape or string you may have used to attach them?
14. Is the alarm reset or have you told the coordinator or me that it is not because you had difficulty?
15. Is the slide bolt on the side door pushed back and the door locked?

Note: when your party is over, there are usually many "helping hands" cleaning up. Sometimes this results in chaos in the closet where the chairs and tables are stored. Please pay extra attention to the diagrams in the closet for properly storing the tables and chairs.

YOUR DEPOSIT **WILL NOT BE RETURNED UNTIL** YOU HAVE EMAILED notices@waldenwoodsct.com saying all the check points are covered and MH is as you found it. If there are any issues and a deduction (fine) is to be made, you will be notified.

Thank you in advance for helping us to keep the Meeting House one of the best amenities of Walden Woods.