

King's Cove Clubhouse Rental



Clubhouse Capacity: 120 people

Parking Lot Capacity: 50 Vehicles

Rental Agreement and Reservation

I _____, (the “Renter”), hereby acknowledge that I have read and fully understood the terms and provisions set forth in this Rental Agreement (“Agreement”), and I expressly agree to be bound by its rules and regulations contained on this Page 2 and Pages 3 through 6 herein, concerning the social event (the “Event”) for which I am renting the Condominium Clubhouse (the “Clubhouse”).

I further acknowledge and agree that I shall bear full responsibility and liability for any damage to the Clubhouse and any appurtenant General Common Elements, furnishings, fixtures, and surrounding property, irrespective of whether such damage is caused by me, my tenant, or any guest or invitee.

If I am a tenant or lessee of a Unit within the King’s Cove Condominium Association, I acknowledge and agree that the Co-owner of said Unit shall be jointly and severally liable for any damage to the Clubhouse and any appurtenant General Common Elements, furnishings, fixtures, and surrounding property.

I further acknowledge and agree to indemnify, defend and hold harmless the King’s Cove Association (“Association”) and Association Management Inc., (“AMI”), and their respective officers, directors, agents, insurers, attorneys, employees and representatives from any and all liability, damages, costs and attorney fees relating to or arising out of the Event or use of the Clubhouse by me, my tenant, or guests or invitees, including, but not limited to, injury to any persons present at the Clubhouse during the Event.

I further acknowledge and agree to indemnify, defend and hold harmless the Association and AMI, and their respective officers, directors, agents, insurers, attorneys, employees and representatives from any and all liability, damages, costs and attorney fees relating to or arising out the consumption of alcohol on the Condominium Premises.

Along with this Agreement, the Renter shall submit: (i) a non-refundable rental and cleaning fee of \$250.00 and (ii) a refundable \$200.00 security deposit. These separate payments shall be made via check and shall be delivered, along with this Agreement, to the Clubhouse Director at least three (3) weeks prior to the date of the Event. The Association reserves the right to revoke the reservation at any time prior to the Event, but shall refund the Renter all sums paid in advance in that instance.

I represent that I am familiar with the operation of the alarm system, and I assume responsibility for ensuring the premises are properly secured and accessed in accordance with established procedures. In the event the alarm system is triggered in connection with my use of the premises, I agree that a minimum fee of one hundred dollars (\$100.00) shall be assessed, and I further agree to pay any additional costs incurred by King’s Cove as a result of charges imposed by responding authorities.

(Event Details and Signatures on the Following Page)

Event Details

Description _____ # of guests _____
Date _____ Starting Time _____ Ending Time _____ (clubhouse is vacated)
Comments _____

Owner Booking the Clubhouse

Name _____
Condominium Address _____
Mailing Address (if different) _____
Phone Number _____ Email _____
Signature _____ Date _____

Tenant (if applicable)

Also, complete this section if a condominium tenant is the *renter* of the clubhouse:

Tenant Authorized by the Owner Listed Above _____
Phone Number _____ Email _____
Signature _____ Date _____
Comments _____

Clubhouse Director Notes

Dates: Checks Rec'd _____ Key Issued _____ Key Returned _____
Damages noted or fees to be assessed _____

Comments _____

Signature _____ Date _____
(Clubhouse Director)

General Information

The clubhouse may be rented only by co-owners in good standing as defined in the bylaws. Co-owners who have leased their unit may authorize their tenant to use the clubhouse as the *renter*, provided their lease was filed and approved by the Association. ***Important: The co-owner remains responsible for any costs beyond the renter's security deposit.***

According to King's Cove Bylaws, Article XI - Restrictions, Section 1, no unit in the Condominium shall be used for anything other than single-family residential purposes, and the Common Elements are to be used only for purposes consistent with this use. No co-owner is allowed to carry out any commercial activities anywhere on the premises of the Condominium.

- Clubhouse may be rented for any day of the week. No events are allowed past 10 PM.
- Doors and windows must be kept closed while the heat or A/C is on.
- Excessive music or other sounds are prohibited and may result in a police call.
- The Association retains the right to terminate any event at any time.
- The *Renter* must be present throughout the reserved event. A parent or authorized adult must accompany anyone under the age of 18.

What's Not Allowed in the Clubhouse, Deck, and Patio Areas

- Pool parties. Pool privileges are not included in the rental.
- Pets of any type.
- Smoking, vaping, or using any tobacco products.

Alcohol

- Alcoholic beverages should only be served at family-oriented events and enjoyed responsibly. The use, consumption, or distribution of alcoholic beverages on the premises outside the clubhouse, deck, and patio area is strictly forbidden.

Entering the Clubhouse

- Setting up for events is allowed only on the reservation date.
- *Renters* may obtain the key and alarm security code from the Clubhouse Director only on the day of the event.

Decorations

Make it festive, but please **do not**:

- Use any glitter, silly string, or metallic table confetti. Difficult to clean.
- Hang or tape anything to the painted walls or picture frames.
- Use any sticky materials on painted walls or picture frames. Damage will result.
- Affix anything to the ceiling or lamp fixtures.
- Install any décor that might cause damage or be very difficult to clean.

When the Event Ends

- Reposition all furniture to its original location after the event. Close deck umbrellas.
- Reset the TV and thermostat to their original settings if you changed them.
- Return folding tables, table leaves, and chairs to their original storage locations.
Note: The round 42" tables are stored in the closet of the front (TV) room.
- Vacate the clubhouse by the designated reservation end time. *Renters* who do not leave the clubhouse on time will be subject to an additional fee of \$100.

Cleaning Responsibilities of the *Renter*

- Remove all items belonging to caterers, rental services, or party guests.
- Clean and tidy all areas used during the event. The rental fee covers general clean-up and sanitizing, not the removal of food from floors, excessive messes, or spills.
- Remove and bag all trash, disposable decorations, cans, and bottles. *Note: Garbage bags are in the kitchen cupboard.*
- Place filled garbage bags in the large bins outside the clubhouse and close the lids. Each improperly placed bag will incur a \$10.00 clean-up fee.

Damages

- *Renters* are responsible for reporting any damages to AMI, preferably by email to jdafoe@amicondos.com.
- The Association will manage repairs, deducting the costs from the security deposit. After accounting for any additional fees, damage charges, or extra cleaning expenses, the remaining deposit will be refunded to the *renter* in the month following the event.
- Any damages or fees beyond the security deposit **will be billed to the unit owner**.

For emergencies, call 911 for police or fire, and AMI at their emergency number, 586-736-6001

Alarm Instructions

Entering the Clubhouse

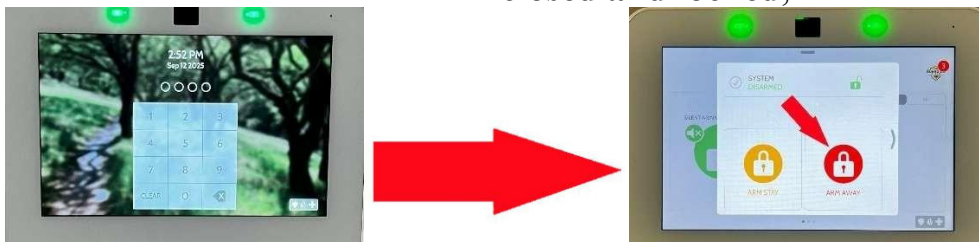
Use the clubhouse key to enter and locate the control panel, which has red lights if the alarm is active. Only the clubhouse *Renter* is allowed to operate the alarm system. *Renters* are encouraged to visit the office to receive alarm system training from either the property manager or maintenance supervisor. The *Renter* is responsible for charges (minimum \$100) resulting from improper activation of the clubhouse alarm system.

Find the alarm system and enter the four-digit code given by the Clubhouse Director to disarm it. This task must be completed within 60 seconds; otherwise, the alarm activates. After successful disarmament, the red lights change to green.



Exiting and Securing the Clubhouse

1. Check that all doors and windows are **closed and locked**, then set the alarm



2. Tap the screen and enter the code to display the image of the red padlock.
3. Depress the red padlock to arm the system.
4. A countdown will start and give you 60 seconds to exit before the alarm sounds.
5. Lock the exterior front door from the outside and observe through the door glass that the alarm red lights are on. This takes a minute or so.

Important: Please return the key to the Clubhouse Director by 9 AM on the following day.