



Corporate Office
140 Sylvan Avenue, Suite 300
Englewood Cliffs, N.J. 07632
Phone: (201) 947-1001

Central Jersey Regional Office
850 Carolier Lane
North Brunswick, NJ 08902
Phone: (732) 390-1100

WELLINGTON MANOR HOWMEOWNERS ASSOCIATION, INC.
CLUBHOUSE RENTAL FORM

In order to reserve a date to rent the Clubhouse:

Contact Deborah Lazare, Premier Management, at 732-390-1100 or by email to dlazare@premiermanagement.net to confirm your requested date is available.

RENTAL FEES:

If your date is available and confirmed, please complete this form/use agreement, enclose TWO (2) **checks as follows:**

\$335 (\$200 rental fee and \$135 cleaning (both fees are non-refundable)

\$200 damage deposit (refundable if no damage is incurred)

**Checks should be made payable to "Wellington Manor HOA" and mailed to Premier Management
850 Carolier Lane, North Brunswick, NJ 08902**

NAME: _____

ADDRESS: _____

PHONE # _____ EMAIL: _____

RENTAL DATE _____ TIME: _____

NUMBER OF ATTENDEES EXPECTED: _____

Make sure to read the following Agreement in its entirety to ensure your understanding of your responsibilities when renting the Clubhouse. If for any reason you decide not to use the Clubhouse, please notify Deborah Lazare at Premier Management immediately so we may release your reservation in order to make that date available for others.

Should you have any questions or require any additional information please feel free to contact Deborah Lazare at the telephone or email listed above.

WELLINGTON MANOR HOMEOWNERS ASSOCIATION, INC.

CLUBHOUSE RENTAL AGREEMENT

NAME: _____

SIGNATURE: _____

DATE: _____

Through my signature above I agree to the following:

- Clubhouse must be left in a clean and tidy condition following your rental. The cleaning fee paid will cover the cost of an additional thorough cleaning after your event by the company who services our clubhouse.
- Trash and/or recycling will be placed in the respective receptacles on the exterior right side of the clubhouse. Excess refuse must be brought back to your home. All items placed in the refrigerator must be removed immediately following the event.
- I agree to abide by the rules and regulations as stated in the Wellington Manor Association Homeowners Manual.
- If damage occurs to the Clubhouse or other Wellington Manor property, I shall be responsible for repairs or replacement at current value of any damaged property. Repair or replacement to be determined by the Wellington Manor Board of Trustees.
- I agree that if damages occur during my rental of the Clubhouse, my \$200.00 security deposit will be forfeited.
- I understand that the rental of the Clubhouse includes ONLY the Clubhouse itself. Guests DO NOT HAVE PERMISSION TO USE THE POOL , EXERCISE ROOM OR RECREATION FACILITIES.
- I understand that use of the fireplace requires that I make certain that the fireplace is turned off before I leave the premises.
- I understand that no tacks, nails and other penetrable tools will be used in decorating. Only masking tape or painter's tape may be used. All decorations must be completely removed after the event.
- I understand that the Wellington Manor Clubhouse is professionally cleaned on a bi-weekly basis. An additional cleaning will be performed at the end of the week prior to your rental. However, there may be a situation where there is a Wellington Manor HOA or other function after the cleaning and prior to your rental that would not allow a cleaning immediately prior to the date you are reserving. As a Wellington Manor resident, you have access to the Clubhouse and have the option to inspect the premises prior to your rental date.
- Violations of the Clubhouse Rules or disturbance of the community may result in the revocation of Clubhouse privileges.