



Corporate Office
140 Sylvan Avenue, Suite 300
Englewood Cliffs, N.J. 07632
947-1001

Central Jersey Regional Office
850 Carolier Lane
North Brunswick, NJ 08902 (201)
Phone: (732) 390-1100

WELLINGTON MANOR HOWMEOWNERS ASSOCIATION, INC.

CLUBHOUSE VENDOR FORM

Any use of the Clubhouse by a vendor must have prior approval of the Board of Trustees of Wellington Manor.

A vendor must send a request to the Board by contacting the Property Manager at Premier Management, 732-390-1100, who will forward your request. The request should include the date of the event, the number of attendees expected details of the event in question and any specific requirements such as equipment, furniture, etc. It is important that this request be made at least 30 days prior to the event.

The following are rules pertaining to a vendor's use of the clubhouse.

- The WMHOA directory may not be used to solicit business either by email or direct phone calls to residents.
- The proposed service can only be announced in the Wellington Manor Newsletter which can be coordinated by Wellington Manor's Property Manager. Vendors must supply a copy of a certificate of insurance that states that Wellington Manor is an additional insured when appropriate
- The vendor may not display marketing materials in the Clubhouse.
- The Board will determine the fee, if any. In making this determination, the Board will consider the benefit of the service to our residents as well as the vendor's proposed fee for the service.

If the Board chooses to charge a fee to the vendor, checks should be made payable to:
"Wellington Manor HOA" and mailed to Premier Management
850 Carolier Lane North Brunswick, NJ 08902

Please include the following in your request:

NAME: _____

ADDRESS: _____

PHONE # _____ EMAIL: _____

RENTAL DATE _____ TIME: _____

NUMBER OF ATTENDEES EXPECTED: _____

April 25, 2025

Make sure to read and sign the Agreement below in its entirety and that you understand all of your responsibilities when using the Clubhouse. If for any reason you decide not to use the Clubhouse, please notify the Property Manager as soon as you know 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 the Property Management's office at (732) 390-1100.

WELLINGTON MANOR HOWMEOWNERS ASSOCIATION, INC.

CLUBHOUSE RENTAL AGREEMENT

NAME: _____

SIGNATURE: _____

ADDRESS: _____

DATE: _____

By my signature above I agree to the following:

- I agree to clean the Clubhouse after use, returning it to a state of cleanliness satisfactory to the representative of the Association.
- Trash and/or recycling will be placed in the respective receptacles on the side of the clubhouse. Excess items 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 of the Wellington Manor at Hopewell Homeowners Association.***
- If damage occurs to the Clubhouse or other 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 in the event that damages occur, or cleaning is not satisfactory, 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 OR THE EXERCISE ROOM.
- 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 may be used in decorating. Only masking tape may be used. All decorations must be completely removed after the event.
- I understand that the premises will be inspected within 24 hours of my rental, or on the next business day. If there is another rental during a weekend, the next renter will inspect premises and will sign off concerning damages.

April 25, 2025

- Violations of the Clubhouse Rules or disturbance to the community may result cancellation of any future events.