

Saybrook Manor Association (SMA) Clubhouse Rental Agreement

Today's Date: \_\_\_\_\_

SMA Property Owner: \_\_\_\_\_

SMA Street Address: \_\_\_\_\_

Event Date: \_\_\_\_\_

Start/End Times: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Approximate number guests: \_\_\_\_\_

Approximate number of cars to be parked in the lot: \_\_\_\_\_

Clubhouse lock code, cannot contain "0": \_\_\_\_\_

Insurance Company: \_\_\_\_\_

Homeowner's Insurance Policy #: \_\_\_\_\_

Please mail this completed form to:

Jeanne Boggs  
70 Hartford Avenue  
Old Saybrook, CT, 06475

Include The Following Items:

- \$250 Rental Fee
- \$50 Deposit Check
- Copy of Homeowner's Insurance Policy
- This form completely filled out in its entirety
- Checks should be payable to "Saybrook Manor Association"

Check for security deposit will be returned or shredded after post event walkthrough has been signed off on by a SMA Clubhouse manager.

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### Rental Tips & Tricks

Here are some general tips to make sure your rental goes smoothly.

Once this form has been submitted, it will be sent to the clubhouse manager for approval. Please allow 3 to 5 business days for processing. Please keep in mind your date is NOT reserved until we receive all of the required documentation. These items include the rental fee, your deposit, and proof of insurance. Proof of insurance must show your residence in Saybrook Manor listed on the rental form and current coverage. Access to the club house will NOT be permitted until all items have been approved. There will be no exceptions. It's good practice to make sure you reserve your date as early as possible as our rental policy is first come, first served.

A walk through of the property is done before and after each rental. This ensures the Clubhouse is in good condition for you and the next renter. A Clubhouse cleanup checklist is available online for download and onsite. Access to the clubhouse is also set during this walkthrough. The clubhouse has a combination lock which will be set to a 4-digit code of your choice on this form.

The Clubhouse has air-conditioning, a kitchen, 2 bathrooms, tables, chairs, and large deck. Please note the maximum capacity for the clubhouse is 88 people. The kitchen is equipped with a fire suppression system and separate fire extinguisher for you and your guest's safety.

Including your best contact number, in the event we have any questions before and during your event. Rentals include parking at the Clubhouse for you and your guests.

## Saybrook Manor Association (SMA) Clubhouse Rental Agreement

### Rules and Regulations

1. Only SMA Owners are eligible to rent the clubhouse (6 Hartford Ave).
2. Owner must be always present at the event.
3. No fireworks, fire pits, or open flame items are allowed.
4. Music and noise levels must be managed at a volume that does not disturb the neighbors at all times. The Police Department will be called if a neighbor complains about the noise and the event will be shut down immediately. Any complaint may jeopardize Owner's ability to utilize the clubhouse in the future.
5. Guests must know the rules. It is the responsibility of the SMA Property Owner to ensure guests know and follow the rules. Owners are responsible for their guests' behavior, including the cost of any damage or litigation from their behavior.
6. The maximum capacity of the clubhouse is 88 people. If more than 88 people are present, the Police Department and the Fire Department will be called, and the event will be immediately shut down.
7. Trash goes in Trash containers. Recyclables go in Recycling containers. Trash and Recycling containers must be moved to the curb for pick up after the event.
8. After use, all equipment and furniture are to be left clean and put back in original locations.
9. All floors must be swept, and damp mopped after event.
10. Keys must be returned by next day.
11. Owner must ensure no fee is charged for parking, admission, food, or beverage on the property. The facility cannot be used for any money-making or business event. The clubhouse is to be used solely for personal and social uses.
12. Events may not last longer than 10 hours from start to finish. Events may not begin earlier than 10:00 am and all events must be completed by 10:00 pm.
13. All vehicles associated with the event must be parked inside the clubhouse property gates for safety. No parking on the street.

Any disregard of these rules may result in loss of deposit and restrict the Owner from future use of the Clubhouse.

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I have read the rules listed above and I agree to ensure that my guests also abide by these rules. I understand I will be held responsible for any problems as a result of me or my guests during my event.

By signing this document, I understand that I absolve Saybrook Manor Association of all liability for any accidents, injuries, arrests for disorderly conduct, or parking violations for any and all of my attendees.

All rules, as stated above, will be adhered to and the property at 6 Hartford Ave will be restored to original state and vacated by 10PM the day of the stated rental.

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

IN CASE OF EMERGENCY CONTACT THE POLICE BY CALLING 911