

Rules and Responsibilities for Rental of Colonial Woods Clubhouse

1. Renters are responsible for having someone age 18 or older present at clubhouse at all times.
2. Office and/or office equipment is not available for use during events.
3. Damage caused by the renter or their guests will be subject to a forfeiture of their security deposit.
4. Renters and guests must obey all laws, by-laws, and rules and regulations as set forth by the State of Connecticut, Town of Plainfield, and Colonial Woods Association, Inc.
5. Renters and guests will use the Colonial Woods Association, Inc. Clubhouse at their own risk and will accept full responsibilities for their actions.
6. Special Effects are not allowed.
7. Consumption of alcohol is forbidden in clubhouse and immediate areas.
8. Per Fire Marshal, room capacity is 78 persons when using chairs and tables or 150 persons when standing or using just chairs.
9. Smoking is forbidden inside clubhouse to include the bathrooms. Smoking is permitted in the rear of the clubhouse. Please dispose of cigarettes in the ashtrays provided.
10. Use of clubhouse phone and charges during event hours is the sole responsibility of the renter.
11. Damage to the grounds surrounding the clubhouse, parking lot, and mailbox is also included in this agreement.
12. Decorations and fasteners must be removed. Only paints tape should be used to hold decorations. No staples or tacks.
13. No pets or animals are allowed inside the clubhouse except service dogs.
14. If required renters shall obtain at their cost any and all licenses and permits as required by law.
15. In case of an emergency, please dial 911. If the Plainfield Police are needed, they can also be reached at 860-564-0804.
16. Clean-Up Procedures
 - a. Clubhouse must be left in the same condition as your arrival. Please note any issues prior to signing rental agreement.
 - b. Floors should be swept and washed.
 - c. Remove all personal property (Personal property left will be discarded.)
17. Colonial Woods Association, Inc. is not responsible for loss or damage to personal property.

Please enjoy our clubhouse. We hope you have a wonderful and successful event. Please be safe and we look forward with working with you again.

Emergency 911 (Police, Fire, Medical)

Direct #: Plainfield Police Department 860-564-0804