

**Balance Rock Condominium Association**  
 c/o Collect Associates  
 392 River Road  
 Shelton, CT 06484  
 (p) 203-924-5331 (fax) 203-924-5338  
 administration@collectassociates.com

**COMMUNITY CLUBHOUSE – PRIVATE PARTY AGREEMENT**

**SPONSOR OF PARTY – \* Unit Owner Account Must Be Current to Rent Clubhouse \***

Unit Owner/Tenant: \_\_\_\_\_ Building/Unit #: \_\_\_\_\_

Phone #: \_\_\_\_\_ Alternate Phone #: \_\_\_\_\_

**EVENT** - Rental Hours are 8am – 8pm, Fire Code Maximum Occupancy of 60 People

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

Type of Event: \_\_\_\_\_

Do you need to set up decorations prior to the event: \_\_\_\_\_ Y \_\_\_\_\_ N

Number of People Attending: \_\_\_\_\_

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**For Use By Management**

**CLUBHOUSE FEES:** Security Deposit - \$ 300 Rental Fee - \$ 200

**CHECKS ARE MADE PAYABLE TO BALANCE ROCK CONDOMINIUM ASSOCIATION.**  
**TWO SEPARATE CHECKS MUST BE SUBMITTED, ONE FOR SECURITY DEPOSIT & ONE FOR RENTAL FEE.**

Rental Check # \_\_\_\_\_ Received on \_\_\_\_\_

Security Deposit Check # \_\_\_\_\_ Returned on \_\_\_\_\_ NOT RETURNED: \_\_\_\_\_

Reason Not Returned: \_\_\_\_\_

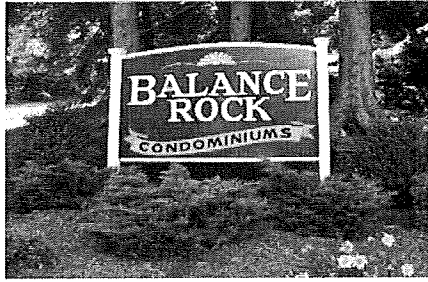
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The undersigned hereby agrees that the function to be held at the Clubhouse is a private one and further agrees to abide by the Rules and Regulations and all terms and conditions, and to pay and be personally responsible for all of the above charges and liabilities. In addition, the undersigned agrees to indemnify and hold harmless the Balance Rock Condominium Association and its Board of Directors against any claim or demand due to carelessness, negligence or improper conduct of the unit owner and/or resident (tenant) and/or his/her guests/family that might arise out of the use of these facilities.

By signing below, I acknowledge receipt of the attached Clubhouse Rules and Procedures as approved by the BRCA Board of Directors. Furthermore, the undersigned has read, understands and agrees to comply with said Rules and Regulations.

\_\_\_\_\_  
 Signature of Unit Owner Date \_\_\_\_\_

\_\_\_\_\_  
 Signature of Unit Tenant Date \_\_\_\_\_



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## **CLUBHOUSE RULES & REGULATIONS – PRIVATE PARTIES**

Anyone wishing to rent the Clubhouse for private functions can contact the Property Management Company.

Community Clubhouse Rules Apply to All Guests.

### **Resident Unit Owner/Tenant**

1. Any unit owner delinquent in their common charge payments will **NOT** be allowed the privilege of renting the Clubhouse. Your account must be current with a zero balance to rent the Clubhouse.
2. The Resident Unit Owner/Tenant reserving the Clubhouse must reside at Balance Rock Condominium Association. Offsite owners may not rent the clubhouse.
3. Resident Tenant reserving the Clubhouse must obtain **written approval from the Unit Owner.**
4. It is mandatory for the Resident Unit Owner/Tenant to submit a copy of their Homeowner's or Renter's Insurance Policy **PRIOR** to the date of the party. Failure to provide a copy of the policy will result in cancellation of your reservation.
5. The Resident Unit Owner/Tenant reserving the Clubhouse **MUST** be present at the function at **ALL** times.
6. The Resident Unit Owner/Tenant reserving the Clubhouse must be **OVER 21** years of age.

### **RESPONSIBILITIES**

1. Resident Unit Owner/Tenant assumes all responsibility for the conduct of their guests, as well as any damages to the Clubhouse furnishings or Association property during the hours of the private party.
2. Resident Unit Owner/Tenant hosting the party must supervise guests.
3. The Resident Unit Owner/Tenant assumes all responsibility for the cleanup of the Clubhouse, including the kitchen, restrooms, removal of all trash and personal belongings from the party. An inspection will be made prior to and following the party.
4. No nails, pins or tacks may be used to hang items on the walls. **Items may only be Scotch Taped.** The decorations must be removed at the end of the rental, including glue residue from the tape.

## **CLUBHOUSE HOURS/RENTAL TIMES**

1. Clubhouse rental hours are 8:00 am – 8:00 pm.

## **CLUBHOUSE FEES**

1. All fees are to be paid in advance.
2. Security Deposit is \$300
3. Rental Fee is \$200
4. There is a \$20 fee charged for all returned checks to the Association by the bank.

## **ORDINANCES**

1. Number of guests are limited to 60 per the Seymour Fire Marshal.
2. The Town of Seymour ordinance applies to noise. Any party violating this ordinance and/or agreement will result in forfeiture of their security deposit.

## **PROHIBITED**

1. No liquor, beer or wine is to be sold on the premises.

## **KEYS**

1. If you are having a weekend party, the key for the Clubhouse will be delivered to your unit on Friday evening. During the week the key will be slid under your unit door the night before the party.
2. Please drop the Clubhouse key off in the drop box located at the Clubhouse.

## **PARKING**

1. **Please instruct all guests to park their vehicles on the outer circle. Parking in any other area is forbidden and will result in the vehicle being towed at the owner's expense.**

**\*VIOLATION OF CLUBHOUSE RULES AND REGULATIONS WILL RESULT IN THE FORFEITURE OF YOUR SECURITY DEPOSIT AND/OR FINES WILL BE BILLED BACK TO YOUR ACCOUNT.\***