

# Overlook Clubhouse

## Ballroom and Kitchen RENTAL FORM

Organization/Customer \_\_\_\_\_

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

Address: \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-Mail: \_\_\_\_\_

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

Time: Set up: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_ Clean up by: \_\_\_\_\_

# of Guest: \_\_\_\_\_ Room: \_\_\_\_\_

**Room Rental Charge:**

	Full Room	Half Room
Room Rental	\$225	\$100
Sound System	\$75	\$75
Security Deposit :	\$300	\$100

Patio Rental is the same as half room rental

Total \$ \_\_\_\_\_

**EQUIPMENT NEEDED**

Over head projector & screen \_\_\_\_\_  
 Big Screen & VCR \_\_\_\_\_  
 Microphones \_\_\_\_\_  
 Trash Cans # \_\_\_\_\_

Renter must make an appointment with Activities Director for instruction in how to use system.

Payment: \$ \_\_\_\_\_

(Make checks payable to: Great Island Community, LLC)

Caterer: \_\_\_\_\_ Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

Copy of caterer's license, insurance, and workers' compensation is required prior to rental date.

Alcohol may not be sold. Alcohol may be served only to person's age 21 or older.

I have read the Rental Terms and Conditions on the back of this contract and agree to abide by it. Violations of this contract or rules may result in forfeiture of security deposit. If any legal action is taken, all attorney's fees are the responsibility of the Lessee. This booking will remain tentative, subject to approval, until this contract is signed and received by HOA staff.

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

HOA Representative: \_\_\_\_\_ Date: \_\_\_\_\_

149 Great Island Plymouth, MA 02360 PH: 508-224-1895 FX: 508-224-1704  
**RENTAL TERMS AND CONDITIONS**

HOA Members may reserve the Ballroom and Kitchen facilities for a private event after executing an HOA reservation contract and upon approval by the Activities Director. Rentals may be made up to 6 months in advance. Events are limited to a maximum of 100 participants for the full ballroom and 50 participants for half the ballroom.

The HOA will provide a minimum of one staff person for the purpose of providing administrative support to the rental. A designated staff member will be visible during the entire rental period to provide supervision and rule enforcement. Should the event go over the regularly scheduled closing time of the clubhouse the renter will pay \$25 per hour to the concierge for each additional hour over the posted closing time.

The HOA, at their discretion, may request that one off-duty certified peace officer be on site. The expense for the peace officer(s) will be borne entirely by the renting party.

Restrooms will be provided for rental participants.

**CANCELLATION/REFUND POLICY:** Member rentals require at least a 30-day notice to receive a full refund, a 50% refund will be given for a 30-day notice up to 7 days prior to reservation. No refund will be given for notice less than 1 week.

All organizations are prohibited from selling goods or services without prior approval from the HOA.

The sale of alcoholic beverages and intoxication is strictly prohibited. The renting party is responsible for the actions of their guests. Persons deemed to be intoxicated would be required to leave the facility. Alcohol may be served only to persons age 21 or older.

At no time will any organization or individual sublease a reserved facility.

Rental parties may set up a maximum of 5 hours prior to the beginning of an event and must return the ballroom and kitchen to the state in which it was provided within 3 hours following an event unless previous arrangements are made with approval from the Activities Director. Fees listed below.

**Catering:** A copy of caterer's license, insurance and workers compensation is required prior to the event date.

All decorations and food must be removed from the clubhouse after each event and tables cleared of plates and food

A copy of homeowners insurance policy will also be required

Decorations for private events must be approved by the HOA.

Clubhouse will not be rented for weddings of resident's children or grandchildren but can be rented for weddings of residents themselves.

Clubhouse will not be rented for gatherings after funerals

Clubhouse will not be rented for the use of political rallies, agendas or candidacy

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**Additional rules**

Tents are not permitted without prior approval.

Smoking is not permitted inside any of the buildings.

Tape, nails, staples, or tacks may not be used on walls, windows, or tables.

Rice, confetti, birdseed etc. may not be thrown. (rose petals and bubbles permitted)

Artificially colored punch may not be served. (White grape is acceptable)

Furniture, tables or chairs may not be moved outside without written permission.

Trash, decorations, rental items, plants, etc. may not be left in facility after the conclusion of the event without prior written approval.

Deliveries, rental items, decorations, etc. may not be delivered through the front door.

Audiovisual equipment or microphones are available for an additional fee.

The Lessee hereby acknowledges assumption of liability for any loss of or damage to the Overlook Clubhouse premises caused by Lessee, Lessee's guest, invitees, employees, Independent Contractors or other agent or Customer.