



# Landmark Lodge Multi Purpose Room Rental Rules & Regulations

**Please review these RULES & REGULATIONS before submitting your rental application!**

## **Rental Fees:**

Minimum two room rental required, any combination of rooms A, B & C.

Damage Deposit - \$200.00 (refundable if no damage)\*

Rental Fee:

- 2 Rooms - \$100.00
- 3 Rooms - \$150.00

\*Please note that if the security deposit should prove inadequate to compensate the Association for damages to the Lodge, then the owner shall be held responsible for such additional damages, and charges may be made as a lien against the renter's unit and collected as an unpaid assessment, or the Association may elect to exercise its right to sue for said damages without reference to the Lodge renter's Association status.

## **Maximum Multi-Purpose Room Capacity:**

The entire Multipurpose Room can accommodate up to 80 people (8 tables of 10) including the use of the dance floor. Without the use of the dance floor the room can accommodate 100 people (10 tables of 10). Please consider space for food and gift tables, etc. Please speak with the Lifestyle Director if you have questions regarding room capacity or floor plans.

Room A + B: 40 People  
Room B + C: 50 People  
Room A+B+C: 80 People

<b>A</b> Carpet	<b>B</b> Carpet	<b>C</b> Wood
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**Capacity specifications are by order of the Brownstown Township Fire Department and will be enforced.**

## **Timing:**

A rental maximum of 4 hours with 1 hour prior to set up and 1 hour after to clean up.

Times must be approved by the HOA.

## **Parking:**

Parking will be permitted in any parking areas posted for Lodge/Guests and/or on the designated side of the street.

## **Doors:**

The doors to the Landmark Lodge are locked at all times. During room rentals, we DO NOT unlock the doors. As a renter, you are responsible for designating a person to open the door for your guests. You may not prop the door open in any way.

## **Rental Rules – Control, Safety and HOA Protection:**

The following rules/guidelines will apply to all private rentals. The Lessee for each rental is responsible for the actions of and damage by invited guests.

1. Smoking is not permitted within the Lodge. Designated smoking area is outside on the back patio. Access via the back door by the kitchen. Like the front doors, this door is locked at all times and resident renters are responsible for getting guests in and out of the Lodge without propping doors.
2. Use of anything requiring an open flame is expressly prohibited unless specifically approved by the Association Board of Directors.
3. No decorations may be affixed to the Lodge walls, ceilings or exterior surfaces without the approval of the HOA. Confetti, glitter and bubbles are also prohibited in the Lodge.
4. All activities/guests must be contained within the rented area: Multipurpose Room, Kitchen, and Bathrooms. Rentals do not include private usage of the Lodge's main lobby area or of any outdoor amenities and areas.
5. The Lodge must be used in such a manner that other Owner's are not disturbed.  
Example: Guests may not watch television in the lobby area or use the lobby computers.
6. The Lodge is not responsible for any personal or rented items left at the closing of your function.
7. The person(s) attending the event shall be responsible for any damage to both interior and exterior Lodge premises.
8. The Lodge is available for private use only. No commercial functions are allowed.
9. Any function may be terminated immediately, at will without cause, by a designated Association monitor, and acting Lodge Manager, or by a member of the Bridgewater Board of Directors.
10. No pets of any type are allowed in the Lodge.
11. False alarms to either fire or police during any rental function are the responsibility of the owner(s) currently signed up for Lodge use including any false alarm fees incurred by the Association.
- 12. The owner is responsible for assuring the safety of all guests and for being onsite during the entire gathering. Failure to provide these control/safety provisions will result in forfeiture of the security deposit.**
13. The HOA will provide a minimum of one staff person for the purpose of providing administrative support to the rental. The staff member will be available during the entire rental period to provide supervision and rule enforcement.
14. Restrooms will be provided for rental participants.
15. Renting parties must complete and sign a rental agreement. All rental rules and HOA Rules and Regulations will be listed on contact. Security Deposit plus the full cost is due at contract signing.
16. 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 14-day notice up to 7 days prior to reservation. No refund will be given for notice less than 1 week.
17. All organizations are prohibited from selling goods or services without prior approval from the HOA.
18. 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.
19. At no time will any organization or individual sublease a reserved facility.
20. Catering: A copy of caterer's license, insurance, and workers compensation is required prior to event date.
21. Facility set-up and take down of tables and chairs are the responsibility of the HOA Maintenance department. Set up diagram is required a minimum of 7 days prior to the event. Set up must adhere to all Fire Code and Safety Laws.
22. The existing tables and chairs are available at no additional cost to the renter, however, the lessee may rent at their expense additional or different tables and chairs from other suppliers with the HOA approval.

### **Clean-up Following Rental:**

All beverages and food must be removed from the Lodge premises prior to closing and securing the building. Garbage MUST be taken to the dumpster. Additionally, the renter shall be responsible for all clean-up requirements specified below.

- **Multipurpose room/Restrooms/Kitchen must be returned to the state in which it was provided within 1 hour following an event unless previous arrangements are made with approval from the Lifestyle Director.**
- All Tables must be washed and cleaned of any debris.
- All food/drinks, tableware etc. must be removed from kitchen and multipurpose room.
- Kitchen sink, floor, refrigerator, counter tops, stove, oven, and table must be cleaned.
- Multipurpose room must be swept and vacuumed.
- Bathrooms must be wiped up and all debris placed in trash container.

The HOA employee on duty will have access to cleaning materials for your use.

### **Rights and Special Provisions:**

The Landmark Lodge has been provided for the use and enjoyment of all Bridgewater residents. Your Board of Directors encourages its use but reserves certain rights and privileges for regulating its use to ensure continuing resident enjoyment. These rights and privileges include, but not necessarily limited to the following:

1. The Board of Directors reserves the right to close the Lodge as a result of, but not necessarily limited to, mechanical problems or inclement weather.
2. All rental charges and deposit requirements have been established by the Board and are subject to change without notice.
3. The regulations specified above are subject to be modified, or added to, at any time, and the Board of Directors reserves the right to make such modifications or additions.
4. When deemed appropriate the Board of Directors reserves the right to appoint a special Associations monitor to oversee scheduled functions. When so appointed, this monitor will be considered to be acting fully on behalf of the Board of Directors insofar as assuring all Lodge regulations are followed.
5. The Board of Directors reserves the right to impose fines when Lodge rental regulations are violated. The fines will be commensurate with the violation, as directed by the Board of Directors.
6. No Lodge reservation will be considered valid without a duly executed reservation form and receipt of the required rental fee.

### **Your rental includes:**

- Room Usage
- Set up of existing tables & chairs

### **Your rental DOES NOT include:**

- Decorative Items – tablecloths, centerpieces, etc.
- Set up of special items – items rented from outside vendors, multimedia programs, etc.
- Usage of Lodge supplies – coffee bar items, kitchen items, etc.