

FLEMINGTON FIELDS CONDOMINIUM ASSOCIATION

ACCESS PROPERTY MANAGEMENT, INC.

4 Walter E. Foran Blvd., Suite 311, Flemington, NJ 08822

Phone (908) 806-2600/Fax (908) 806-7383

E-Mail: vrobitzski@accesspm.com

Dear Flemington Fields Homeowner:

Attached is the Flemington Fields Clubhouse Rental Package as you requested. Clubhouse rental as used herein as defined as exclusive use of the Clubhouse and patio and non-exclusive access to the parking lot, gazebo and adjacent areas.

In order to book the Clubhouse facilities, you must do the following:

1. Complete the Clubhouse Booking Form and Clubhouse Rental Agreement and return to Access Property Management. Please read and keep the Clubhouse rules for your use. The pre-rental and post-rental check list will be used for pre- and post- walk through.
2. Provide Access Property Management with a certificate of insurance with special events endorsement carrier providing not less than \$300,000 property and personal liability coverage and naming the Flemington Fields Condominium Association and Access Property Management as additional insured for the date of your function.
3. Provide Access Property Management with two (2) checks made payable to the Flemington Fields Condominium Association as follows:
 - a. \$100.00 for the rental fee. This is non-refundable. Rental is for a five (5) hour event not including set up and clean up activities. Events lasting more than five (5) hours will be billed at \$25 per hour over the five (5) hour rental period.
 - b. \$200.00 for the security deposit. This deposit will be returned within one (1) month after the date of your rental, and only when the final Clubhouse inspection has been completed. A copy of the Clubhouse Pre-Rental and Post-Rental Checklist is included in this package so you will know what items will be looked at before and after your use to get your security deposit back.

NOTE: If any of these items are not received, your date will not be guaranteed, and you may not be permitted to use the Clubhouse facilities.

Back-to-back rentals will not be scheduled. In other words, no consecutive events are allowed. This provides time for a pre and post walk through.

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ACCESS PROPERTY MANAGEMENT, INC.

4 Walter E. Foran Blvd., Suite 311, Flemington, NJ 08822

Donna Ferranti: Phone (908) 806-2600/Fax (908) 806-7383

E-Mail: vrobitzski@accesspm.com

Once I have received all of the above, I will fill out the bottom portion of the Clubhouse Booking Form and Rental Agreement and will forward it to the association representative assigned to supervise the inspection before and after use. An association representative will contact you to schedule your walk through of the Clubhouse. To assure that the date you wish to reserve is guaranteed, it is recommended that your function be booked at the earliest possible date. **All reservations are subject to prior bookings. Failure to cancel a booking 10 days prior to the event will result in a \$25 cancellation fee, deducted from your security deposit.**

If you have any questions regarding this procedure, please contact me.

For the Association,
FLEMINGTON FIELDS

Valerie Robitzski

Valerie Robitzski, CPM
Community Association Manager

Enclosures

**FLEMINGTON FIELDS OWNERS ASSOCIATION
CLUBHOUSE BOOKING FORM AND
RENTAL AGREEMENT**

Pre & Post Walk Through papers are attached

Unit Owner Name: _____

(Must be a resident unit owner)

Address: _____

Phone #: Day _____ Evening: _____ Cell: _____

Date Requested: _____

Time function will begin? _____

Time you expect to vacate the premises? _____

Estimated Number of Adults _____ Estimated Number of children under age of 18 _____

(Maximum number of guests permitted is 75)

Type of function: _____

Current Date: _____ Signature of unit owner _____

PLEASE MAKE CHECKS PAYABLE TO:

FLEMINGTON FIELDS COA

PLEASE RETURN FORM AND CHECKS TO:

*Access Property Management
4 Walter Foran Blvd.
Building 3 Suite 311
Flemington, NJ 08822
Attn: Valerie Robitzski
Phone: 908-806-2600
FAX: 908-806-7383*

(TO BE FILLED OUT BY Access Property Management)

Security Deposit rec'd: _____ Rental Fee rec'd _____

Proof of Insurance Provided: _____

Evaluation/Post event inspection: _____

Security deposit returned: _____

**FLEMINGTON FIELDS OWNERS ASSOCIATION
CLUBHOUSE BOOKING FORM AND
RENTAL AGREEMENT**

By signing this agreement, I agree to abide by all General Rules and Private Party Rules governing the use of the Clubhouse, as well as personally indemnify, and hold harmless the Flemington Fields Condominium Association, its Property Manager, The Board of Trustees, all Clubhouse Committee members and by anyone representing the Association.

I agree to indemnify, defend and hold harmless all parties listed from any damages, injuries and liability caused or resulting from my use, and my guests' use of the Clubhouse, including but not limited to damage to person or property. This specifically includes any liability resulting from the service of alcoholic beverages and any illness or virus. I have also signed the Release, Liability Waiver, Indemnification and Hold Harmless Agreement which applies to all attendees to this event. The Booking Member is specifically prohibited from charging money for alcoholic beverages and from serving alcoholic beverages to persons under the legal drinking age or under the influence of alcohol.

I agree to abide by all the Clubhouse Rules established by the governing body, a copy of which is acknowledged. I will ensure that my guests abide by the Clubhouse Rules.

I understand that any damage not noted on the pre-usage walk through shall be deemed to have been caused solely by me, or my guests' use. I shall be responsible for the cost of the repair or replacement of the damaged items and to return the Clubhouse to the same condition as prior to the rental of the facility. I further understand that my deposit shall be used to cover the cost of any cleaning, repairs or replacements. Any additional cost or failure to pay the full amount of the damages shall constitute a lien on my property to the extent that the cost of the damages remains unpaid.

Signature of Booking Member

Date

Print Name

Address

Send this completed form, the certificate of insurance with special events endorsement from your homeowners' insurance carrier providing not less than \$300,000 property and personal liability coverage, and naming Flemington Fields Condominium Association as additional insured for the date of your function and your checks to Access Property Management at least 10 days prior to the requested booking date.

FLEMINGTON FIELDS CLUBHOUSE RULES

AVAILABILITY AND ACCESS (also see page 21 in the FFCOA Handbook)

The Clubhouse is available for use by members and their guests daily from 8:30 A.M. to 12:00 midnight. The Clubhouse must be secured and vacated by 12:00 midnight.

Priority for use of the Clubhouse is generally as follows:

1. COA Association Meetings
2. Flemington Fields all inclusive events (i.e. party, bingo, cards, etc.)
3. Committee Meetings (if a committee meeting is held when an all inclusive event is taking place, committee meeting must be held in library room with door closed.)
4. Calendar events take precedence over impromptu events.
5. Rentals

Committees and/or members wishing to run all inclusive parties, social events, and other gatherings of members are required to coordinate with the Social Committee prior to announcing or running such events.

GENERAL RULES (also see page 21 in the FFCOA Handbook)

The Clubhouse is for the enjoyment of members and their guests of the Flemington Fields Condominium Association, in this document referred to as "Association". Clubhouse as used herein is defined as the Clubhouse, patio, parking lot, gazebo and adjacent area.

- a. The operation of the Clubhouse falls under the Clubhouse Committee subject to approvals by the Board of Trustees and supported by the Property Manager.
- b. Flemington Fields is an age restricted community and is not designed to accommodate children and young adult entertaining in the clubhouse.
- c. The Clubhouse will not be used for any purpose or activity prohibited by law. The members will comply with any and all governmental statutes, regulations and ordinances including requirements relating to the service of alcoholic beverages and fire safety.
- d. The Association reserves the right to terminate any members' use which, in the sole judgment of the Association, is inappropriate or results in unlawful conduct or activities which violate the rules and regulations of the Association and/or Clubhouse.
- e. The Association shall engage a cleaning service weekly or as needed, for general cleaning and upkeep. However, all users are required to leave things as they found them, or better, after each use.
- f. A bulletin board will be maintained by the Clubhouse Committee inside the Clubhouse. An up-to-date calendar will be posted. All postings should include the name of the posting resident and must be initialed by the clubhouse chairperson.

FLEMINGTON FIELDS CLUBHOUSE RULES

GENERAL RULES (Cont.)

- g. There must not be anything attached to the interior walls of the clubhouse. There must not be anything taped, stapled, nailed or tacked to the walls of the Clubhouse.
- h. No open flames are permitted anywhere on the premises. (This includes tiki torches, votive candles, candles on tables, etc.) The only exception will be the use of candles on a birthday cake.
- i. No pets are permitted in the Clubhouse at any time.
- j. *Under no circumstance are any members or their guests allowed in the fenced in retention pond area.* Any violation of this rule will result in a fine assessed against the member.
- k. Members and their guests are prohibited from entering the wetlands and wetlands buffer zone.
- l. Members and their guests are prohibited from throwing rocks, bottles, cans, and/or any other debris into the retention pond. Any violation of this rule will result in a fine assessed against the member.
- m. Children must be supervised by an adult at all times whether inside the Clubhouse or outside in the parking lot, gazebo and adjacent area. Children are not allowed to play in the parking lot or climb on any fence or furniture.
- n. To protect the quality of the pool table, guests must be over 16 to use the pool table.
- o. No alcoholic beverages will be served to or consumed by anyone under the age of 21. No alcoholic beverages are to be sold on the premises.
- p. No smoking is permitted inside the Clubhouse at any time. Anyone smoking outside the building is required to use the butt containers by the Clubhouse and patio to dispose of smoking material. Do not discard smoking material in the retention pond. Do not relocate butt containers. ***No smoking within 25 feet of doorways.***
- q. The last member leaving the Clubhouse at any time is responsible for turning out the lights, locking all doors and windows.
- r. Only folding tables and folding chairs may be moved outside. The folding tables and folding chairs must be brought back inside immediately after use. The Great Room furniture must stay inside the Clubhouse.

FLEMINGTON FIELDS CLUBHOUSE RULES

PRIVATE PARTY RULES

In addition to the General Rules, private parties are subject to the following additional Private Party Rules.

Clubhouse Private Party as used here is defined as the exclusive use of the Clubhouse and patio and non-exclusive use of the gazebo, parking area and adjacent area. Use of the barbeque grill is not included. If a caterer is used, the booking member must apprise the caterer of Clubhouse general rules and private party rules. Maximum occupancy for private parties is 75 people.

- a. A private party must be sponsored by a member and is available only to members who are current on maintenance fees for at least three months.
- b. A private party is a member's exclusive use of the Clubhouse on a specific date and is further defined as a function benefitting that member and which is not sponsored or otherwise organized as an all-inclusive community activity. **The booking member must be present during the entire function.**
- c. The Clubhouse cannot be rented for parties for minors or for the exclusive use by young adults.
- d. The Clubhouse is not available for private parties on the following dates:
 1. New Years Eve & Day
 2. 4th of July
 3. Super Bowl Sunday
- e. Private parties must be booked at least 10 days in advance of event date by submitting a Clubhouse Booking Form and Rental Agreement to the Property Manager with the \$100 rental fee, the \$200 security deposit (2 separate checks please) and a certificate of insurance with a special events endorsement from your homeowner's insurance carrier providing not less than \$300,000 property and personal liability coverage and naming the Flemington Fields Condominium Association as additional insured for the date of your function.
- f. The booking member agrees to indemnify, defend and hold harmless the Association from any liability from the member's use of the Clubhouse including, but not limited to, damage to person or property. This specifically includes any liability resulting from the service of alcoholic beverage.
- g. The booking member has signed the (attached) Release, Liability Waiver, Indemnification and Hold Harmless Agreement which applies to all attendees to this event.
- h. The Property Manager or a member of the Clubhouse Committee will meet with the booking member to do a pre and post walk through of the Clubhouse with a checklist that must be filled out and signed by booking member and Property Manager or member of the Clubhouse Committee. The operations of the stereo and cooking appliances will be reviewed with the booking member prior to the rental. Temperatures will be set at 70 degrees in the winter and 72 degrees in the summer.
- i. All persons attending the private function shall park only in the Clubhouse parking area. In no case should any guests park in front of a homeowner's driveway or fire hydrant.
- j. The booking member shall be responsible for ensuring that the grounds surrounding the Clubhouse are free from litter or refuse created as a result of the use of the Clubhouse.

FLEMINGTON FIELDS CLUBHOUSE RULES

PRIVATE PARTY RULES (Cont.)

- k. The booking member shall be responsible for securing the Clubhouse upon the termination of the function. This requires that the member physically inspect all windows and doors to ensure that they are **locked** and turn out all interior lights.
- l. The booking member is responsible for compliance with these rules and for any damage to the Clubhouse or it's contents, gazebo and adjacent area occurring during the use of the Clubhouse by the booking member or their guests.
- m. The booking member is responsible for ensuring the Clubhouse is left in the same or better condition, e.g. cleanliness, as before their use. Such cleaning shall be the responsibility of the booking member and shall include, but not be limited to, vacuuming, general cleanup, wiping off counter tops, washing the floor, cleaning the bathrooms, replacing furniture used to its proper location, and collecting and removing all debris, garbage and recycling from the Clubhouse. **Clubhouse must be cleaned immediately following the function. All trash is to be removed and placed in the appropriate containers and covered in the fenced area or removed from the premises.**
- n. The security deposit will be refunded by management within 1 month after the post walk through providing the Clubhouse is left in the same or in better condition than it was at pre walk through. The security deposit will be used for any cleaning, breakage or damage when necessary. If the security deposit doesn't cover the expense, the booking member will be billed for the remaining amount.
- o. Any booking member leaving the Clubhouse in less than desirable condition, with damage in excess of security deposit will be assessed for the additional expense or a lien will be placed against their property.
- p. Non-resident attendees at private parties are required to stay in the Clubhouse or on its grounds. Attendees are not authorized elsewhere in the community.
- q. The booking member shall receive a copy of these rules and must acknowledge his or her agreement to abide by the terms therein, as well as personally indemnify and hold harmless the Association for all damage to the Clubhouse as set forth above by signing the Clubhouse Booking Form and Rental Agreement at the end of the agreement.

PHONE NUMBERS:

Raritan Township Police non-emergency 908-782-8889

Access Property Management 908-806-2600

Access Property Management 24-hour emergency number 855-630-7720 (**dire emergency only**)

*****CLUBHOUSE RENTAL CHECKLIST*****

ENTERING ACTIVITIES

- o Upon entering, the security system should be OFF. **Don't touch it.** If it goes on, entering 2007 will turn it off. Have a fun party!
- o Thermostats are locked and are pre-set to a comfortable temperature for your event, 70 degrees in the winter and 72 degrees in the summer. Please do not attempt to change them.

CLUBHOUSE SUPPLIES AVAILABLE TO RENTERS

The contents of cupboards are not for renters use.

- o Tables and Chairs (extras are located inside the coat closet) Total of 66 chairs, 11 tables.
- o Warming Trays, (stored inside the coat closet), bring your own STERNO.
- o Large Coffee Pot and Electric Tea Pot
- o Silverware, to also include cooking utensils. (Plastic utensils not included)
- o Toilet Paper, Paper towels (provided in the bathrooms)
- o Refrigerator, stove and dishwasher

CLEANUP ACTIVITIES

- o Vacuum and dust the floors. Wet mop kitchen floor. (vacuum and mops are stored in utility closet)
- o Remove all garbage from Clubhouse, gazebo, patio and restrooms and place it in containers inside the fenced area. **LIDS MUST BE CLOSED TO AVOID ANIMALS FROM GETTING IN THEM.** Replace plastic bags with new ones. Take out recycling (bottles and cans only). Recycling containers are in the fenced area. If garbage does not fit in the containers provided, please bring the trash and/or recycling HOME with you and dispose of there.
- o Remove your items from the refrigerator and clean any spills. Please do not leave anything behind.
- o If oven was used for anything other than warming and/or spills/splattering has occurred, use the oven self cleaning feature.
- o Empty dishwasher if you use it.
- o Unplug coffee and tea pots. Turn off oven. Turn off stove.

- o Clean bathrooms.
- o Close and lock all windows and doors.
- o Turn off all inside lights.

CLUBHOUSE RENTAL SUPPLIES

RENTERS CAN USE THE FOLLOWING:

Tables & Chairs	in closet
Toilet paper, paper towels	in bathrooms
Warming trays (not sterno)	in coat closet
Coffee Pots & filters	in kitchen
Tea Pots	in kitchen
Refrigerator	in kitchen

RENTERS MUST SUPPLY THEIR OWN:

- Paper plates, cups
- Plastic glasses, silverware, serving dishes & platters
- Paper towels
- Tablecloths & napkins
- Garbage bags for kitchen garbage & recycle containers
- Black garbage bags
- Baggies, plastic wrap, foil, etc.
- Food, including: salt & pepper, sugar, creamer, tooth picks
- Coffee
- Dish towels
- Dish detergent
- Dishwasher soap
- Cleaning supplies for cleaning counters, etc.
- Sterno if using warming trays
- Ice

THE CONTENTS OF CUPBOARDS ARE NOT FOR RENTERS USE. CLUBHOUSE MUST BE IN THE SAME OR BETTER CONDITION THAN BEFORE RENTAL. GARBAGE & RECYLCE BAGS MUST BE PUT OUTSIDE IN THE CANS PROVIDED.

Flemington Fields Clubhouse Pre-Rental and Post-Rental Checklist

Renter's Name _____
 Renter's Address _____ Phone Number _____
 Date of Event/Party _____
 Fees: _____ Rental: \$100 Security Deposit: \$200 (refundable)

PRE WALK THROUGH
 DATE: _____

POST WALK THROUGH
 DATE: _____

	OK	Damaged		OK	Damaged
Great Room					
Building Secure					
Building Clean					
Furniture/Floor					
TV/Stereo Components					
Decorations					
Coat Closet					
Chairs – 66					
Tables – 11					
Library Room (Storage only – no food or beverages)					
Furniture/Floor					
Kitchen					
Furniture					
Room Clean					
Appliances					
Pool Table					
& Accessories					
Restrooms					
Cleaned					
Condition					
Trash removed					

I acknowledge the above is an accurate statement of the condition of the Flemington Fields Clubhouse for the pre & post rental walk thru. ***I understand the Security Deposit will be used to cover any damage to facility or contents.***

Pre - Walk Through
Post Walk Through

Renter Signature & Date _____
 Assoc. Rep Signature & Date _____