RF&G CLUBHOUSE RENTAL AGREEMENT

This Rental Agreement ("Agreement") is between "Renter" (also might be referred to as "you") and Rockville Fish and Game Club ("RF&G"). This Agreement can cover a one-time, single event, or can cover an event that covers multiple days and/or times. Exact times and dates are defined as part of this Agreement. Terms and conditions are subject to change at any time and they will apply to all rentals booked immediately after the change.

I. General Guidelines

1. As of April 2019, rental fee is $300 per day and security deposit $200 for non-club members. For club members in good standing the fee is $250 and no security deposit. Use of the kitchen is included. And will include use of non-perishable items (pots, utensils, etc.).
2. For rental of the hall only without kitchen access is $150 per day for non-members and $100 for members paid in advance upon signed rental agreement.
3. Pavilion rental is $150 per day for non-members and $100 for members paid in advance upon signed rental agreement.
4. Upon payment of the security deposit, the current rates are reserved.
5. When the booking is made, the contract shall be signed, and security deposit paid in full.
   Mailing Address Rockville Fish & Game P.O. Box 211 Vernon, CT 06066
6. The Full Rent shall be paid prior to the event and prior to receiving the key code for entry.
7. Items for a party can't be brought into the clubhouse until the agreed setup time. Once a renter begins to setup, the renter or someone from the renter's party must remain in the clubhouse to monitor the items. Rockville Fish and Game Club is not responsible for items in the clubhouse unattended.
8. Rent includes the tables, chairs, television, main Clubhouse room, and bathrooms. There are 100 chairs and 12 rectangular tables.
9. RF&G Board of Directors or RF&G attendant has the right to be present at any time in the clubhouse and on the adjacent property to monitor the premises.
10. A RF&G attendant may be present during the party. The attendant monitors the property and assures that the party begins and ends as agreed. The attendant is available to assist renter if needed.
11. RF&G teams may use the clubhouse for team parties free of charge. This is a special privilege granted to teams. The team coach completes the application and is responsible for the clubhouse. The clubhouse shall be cleaned post party and a fee will be assessed for damages.
12. Use of any other portion of the facility other than the clubhouse is not permitted nor included in the rental agreement.
13. **The use of Silly String, Sparklers, Smoke and/or Fog Machines is expressly prohibited.**

If any of these items are used the renter forfeits the entire deposit.

13. Dry rice, birdseed, loose glitter, and confetti are not permitted inside and outside the clubhouse.
14. When scheduling event times please remember that set-up and clean-up must be conducted in a timely fashion. Cleanup must be completed by the end of the rental time.
15. Open flames, BBQ's and fire pits are not permitted. (Exception Sterno food warmers)
16. If the renter hires a vendor for the party such as a caterer. The renter shall request from the vendor a certificate of liability insurance. Renter provides a copy to RF&G prior to being approved.
17. The security deposit will be refunded after a building inspection is conducted. Refund of security deposit is generally completed in 1-2 weeks.

B. Cancellation

1. If Renter cancels the booking within 14 days of the booked event date, the security deposit will be returned by RF&G. If Renter cancels the booking less than 14 days before the booked event date, the security deposit will be 50% refunded.
2. If the event is cancelled by RF&G for reasons beyond RF&G's control, the security deposit is fully refundable.

C. Cleaning

Renter is expected to return the Clubhouse and surrounding areas in the same condition as received. This includes cleaning inside and outside (front area, front walk). All trash is to be pulled and placed in dumpster. All carpets vacuumed, floors swept, bathrooms swept, kitchen cleaned, tables cleaned, tables and chairs put away. If additional cleaning is required after the end of the event, RF&G will perform it and charge the cost to the security deposit. No cleaning services are provided during the event unless negotiated separately.

D. Parking

The parking area is available for use by all events at no extra charge. Renters and guests must obey parking signs and regulations. Driving or parking on any grass area is strictly prohibited.

E. Catering

1. Renter is responsible for making his/her own arrangement for a caterer.
2. Grilling on the premises is permitted, either by renter or caterer. Using the established firepits.

F. Liquor

No alcohol is permitted to be sold on RF&G property.

G. Smoking

The entire Clubhouse and associated areas, such as front walk, bathrooms, kitchen, and surrounding areas are designated “Smoke Free Areas”. Additionally, there is no smoking permitted within 50 feet outside any part of the building, or structure. Smoking is permitted in the parking lot only.

H. Storage, storage of party and personal items

Items for a party can’t be brought into the clubhouse until the agreed setup time. Once the renter brings items into the clubhouse the renter is 100% responsible for the items. The renter or someone from the renter’s party should remain in the clubhouse to monitor the items.

Kitchen Rules

The hood is automatically operated. It will turn on by temperature. The hood will automatically turn off. The hood must be operating if the stove or ovens are used. The burners and ovens must be turned off at the end of any event. No food is to be left in the refrigerator. Make sure the refrigerator and freezer doors are closed tight. Sinks must be clean and grease free at the close of all events. The kitchen floor swept and mopped after every event.

The following rules must be followed by all renters:

1. No dogs are permitted in the clubhouse or on the premises. Except for service dogs.
2. All signs, banners and decorations are to be tied. The use of staples, tacks, nails, etc. is not permitted. No duct tape, staples, thumb tacks, or nails on the walls, posts, or beams. All signs, banners, decorations must be removed completely following your event.
3. No painting is permitted.
4. No ball playing, running, skateboarding or any kind of horseplay is permitted inside or outside the clubhouse.
5. The use of smoke or fog machines will result in activation of the fire alarm system and will automatically deploy the local fire department. As a result the **entire** security deposit is forfeited.
6. Any activity that warrants the involvement of the Police will result in a forfeiture of a portion or all of the security deposit.
7. Room Maximum Capacity Per Fire Marshall 99 occupants, not to be exceeded.
8. Gates and doors must be locked, and alarm set after close of events.

II. Conditions

A. Security deposit and rent payment:

Security deposit is fully refundable if the event takes place and the Clubhouse, kitchen, and bathrooms are returned in the same condition as received. Renter and RF&G representative will each receive a copy of the contract. Any post-event damages are deducted from the damage deposit.

Renter is responsible for the following:

1. Any loss or damage incurred to the premises by their helpers, hired staff, other service providers, and their guests, if the damage deposit is not sufficient to cover them.
2. The conduct of their staff and guests, on and off the premises, during and following the event.
3. The proper handling of all equipment and furnishings.
4. Removal of trash to dumpster.
5. Anyone who submits a check that is returned for insufficient funds will have to reimburse the Rockville Fish and Game for any fees associated with that check. Any prospective Renter who causes RF&G to have any bank fees applied to the Association's bank account will have to reimburse RF&G for the fees incurred.
6. Checks should be made payable to: Rockville Fish and Game Club and mailed to Rockville Fish & Game P.O. Box 211, Vernon, CT 06066

III. Renter's Information

Renter's information

Renter's name	
Renter's address	
Renter's phone number	
Renter's email	
Date/Times requested	
Estimated Attendance	
Purpose of the event	
Security Deposit check #	
Date security deposit received	
Rental fee due	Total due $ _____
Rental Fee check #	
Date Rental Fee received	

IV. Consent and Release

I. Renter

I have read this agreement and agree to all the general terms and specific conditions set out and, in particular, agree that I am personally responsible and obligated to pay all charges due RF&G in accordance with the conditions above. I further acknowledge and agree that any breach of any of the conditions may result in termination of my right to use the premises at the discretion of RF&G.

Name(s): _____

Signature(s): _____

Date: _____

The association member on call, in case of an **EMERGENCY** (Fire, Electrical, Plumbing, etc.)

Leonard Martel 860-816-6249

Inspect	Pass/Fail	Comments
Carpets; Vacuumed and Free of stains		
Bathrooms; floor swept, waste baskets empty		
Entry foyer carpet vacuumed, floor swept		
Trashcans are empty inside and at front door		
Recycling bins are emptied		
Kitchen area is clean		
Outside front door and walk area clean		
All party decorations removed		
Tables and chairs are put away clean		
No obvious physical damage inside		
No obvious physical damage outside		