

CANDLEWOOD KNOLLS CLUBHOUSE RENTAL RULES AND GUIDELINES - UPSTAIRS

Contact: Jim Ogden at 746-5569, cell 203-770-0643

- You may have access to the clubhouse on the day before your rental as long as there is no rental on that day. You can call the contact if you want to look at the clubhouse anytime beforehand.
- We have 20-5 ft round, 10-6 ft round, 2-6 ft rectangular and 15-8 ft rectangular tables and about 200 chairs. You can use them as you see fit.
- There is plenty of parking, but someone will need to direct parking so that roads and driveways are not blocked. For events on days when there is mail delivery, there is no parking allowed in front of the mailboxes until the mail has been delivered for the day. Signs must be posted on the mail boxes.
- The clubhouse sound system may be used if desired, request beforehand or it will be locked. TV behind bar may be used.
- There is an ice machine in the clubhouse, you may use the ice. Make sure scoop is returned to its holder. The ice machine holds about 250 lbs.
- Full kitchen is available. You may use equipment such as oven, stove, microwave, pots and pans, but not any disposable supplies found in the kitchen except cleaning supplies.
- We do not allow helium balloons. You will forfeit your deposit if a lift has to be rented to remove balloons from the ceiling or if they are entangled in the ceiling fans.
- Trash cans and liners will be provided. There are extra trash cans outside by dumpster if necessary. Liners are in kitchen, in long cabinet in the left section.
- Bathrooms will have toilet paper, hand soap and paper towels. Trash containers must be emptied.
- The beer cooler behind the bar may be used. Do not remove the racks. It should be emptied and unplugged after the event.
- There are ash containers by the front door and on the deck. Please try to have your guests use them and not throw cigarette/cigar butts on the ground.
- You are renting the interior upstairs of the clubhouse, not the grounds and not the downstairs. Community members may be on the lawn, beach and/or in the lake.
- **Do not dump anything into the storm drains, they feed directly into the lake**

AFTER THE EVENT

- Tables and chairs should be broken down and placed on racks.
- The clubhouse should be clean and the floor will need to be swept clean. Mop and brooms are in the kitchen.
- Deck should be clear of trash, bottles, cups, etc.
- Kitchen must be cleaned up afterward, if necessary. Any Knolls equipment used must be cleaned and stored.
- **All decorations put up must be removed. Any tape, pushpins or whatever else need to be removed.**
- All directional signs for the event placed in the Knolls must be removed.
- The trash cans must be emptied into dumpster at the end of the event. **Break down all boxes before putting them in the dumpster.** If for some reason dumpster is full, leave closed liners in trash cans and leave cans next to dumpster.
- No food is to be left in the refrigerators except what belongs to the Knolls.
- Make sure all A/C units are shut off. Make sure all doors and windows are fully closed.
- **Call the Knolls contact after the event for a walk through. Deposit will be returned only after walk through has been completed, there is no damage and the key is returned.**

CANDLEWOOD KNOLLS CLUBHOUSE RENTAL RULES AND GUIDELINES - DOWNSTAIRS

Contact: Jim Ogden at 746-5569, cell 203-770-0643

- You may have access to the clubhouse downstairs on the day before your rental as long as there is no rental on that day. You can call the contact if you want to look at the clubhouse anytime beforehand.
- We have 20-5 ft round, 10-6 ft round, 2-6 ft rectangular and 15-8 ft rectangular tables and about 200 chairs. You will need to request what you need at least 1 week prior to your rental so those items can be brought downstairs.
- There is plenty of parking, but someone will need to direct parking so that roads and driveways are not blocked. For events on days when there is mail delivery, there is no parking allowed in front of the mailboxes until the mail has been delivered for the day.
- There is a stove, microwave and oven available for use.
- Trash cans and liners will be provided. There are extra trash cans outside by dumpster if necessary.
- Bathrooms will have toilet paper, hand soap and paper towels. Trash containers must be emptied.
- You are renting the interior downstairs of the clubhouse, not the grounds and not the upstairs. Community members may be on the lawn, beach and/or in the lake.
- **Do not dump anything into the storm drains, they feed directly into the lake**

AFTER THE EVENT

- Tables and chairs should be broken down and stack against the wall on racks.
- The clubhouse should be clean and the floor will need to be swept clean.
- Kitchen area must be cleaned up afterward, if necessary. Any Knolls equipment used must be cleaned and stored.
- **All decorations put up must be removed. Any tape, pushpins or whatever else need to be removed.**
- All directional signs placed in the Knolls must be removed.
- The trash cans must be emptied into dumpster at the end of the event. **Break down all boxes before putting them in the dumpster.** If for some reason dumpster is full, leave closed liners in trash cans and leave cans next to dumpster.
- No food is to be left in the refrigerators.
- Make sure all A/C units are shut off. Make sure all doors and windows are fully closed.
- **Call the Knolls contact after the event for a walk through. Deposit will be returned only after walk through has been completed, there is no damage and the key is returned.**