

CANDLEWOOD KNOLLS CLUBHOUSE USAGE AGREEMENT

This is an agreement between _____ (SPONSOR) and the Board of Directors for Candlewood Knolls Community, Inc. (KNOLLS). Sponsor wishes to hold a private function in the Upstairs / Downstairs Candlewood Knolls Community Clubhouse on _____ for a total rental fee of _____ and a security deposit of _____.

The Sponsor agrees to adhere to the following terms:

- It is understood the Sponsor will be present at all times during the function and that Sponsor will make the caterer and other employees aware of the Rules and Guidelines which are applicable to the Knolls and the facility being utilized.
- It is understood the Sponsor assumes full responsibility for any damage to the building, Equipment, or grounds caused by himself, his staff, his subcontractors, i.e., caterer, musicians, entertainers, or guests.
- The Sponsor will instruct their guests to park in designated parking areas. All cars are to be parked so the normal flow of traffic is not impeded. Cars blocking traffic may be towed.
- The Sponsor shall review with the Knolls agent the decorations and their method of application. The Knolls discourages the use of nails, thumbtacks and tape and lit candles. The agent shall have final approval of the application methods and devices.
- The Sponsor agrees to turn off all electrical equipment and lock all doors before leaving the premises.
- A Certificate of Proof of Homeowner Insurance with a minimum combination of \$300,000 personal and property liability coverage needs to be given to the office at least two weeks prior to the event date. If necessary, claims will be made against this policy in cases of damage to the Clubhouse, the grounds or individuals due to the actions of the Sponsor, their guests or subcontractors. (Typically, there is no fee for providing this certificate by the insurance company.)
- The Sponsor agrees to abide by the Candlewood Knolls Clubhouse Rental Rules and Guidelines. Should the Sponsor not abide by the rules and guidelines, Knolls may withhold the security deposit at the Board's discretion.
- Sponsor will pay total rental fee, security deposit and provide Proof of Insurance at least two weeks prior to the date of the function.

I have read and understand the terms above and will abide by them.

Sponsor: _____ Date _____

Agent: _____ Date _____