



Lakefield Farms Trust Clubhouse Rental Agreement & Usage Guidelines (508) 428-8568

By signing this Clubhouse Rental Agreement you are responsible & liable for the Lakefield Farms Clubhouse, located at 21 Great Hill Rd, Sandwich, MA and your guests. You may forfeit any and/or all of your security deposit & will be required to pay for any damages and/or cleaning fees by failing to adhere to this Rental Agreement & Usage Guidelines. In executing this Agreement, you agree to have the Lakefield Farms Clubhouse ready for the next day rental or otherwise be responsible for an additional-cleaning fee of \$50.

Homeowner

Date

Lakefield Farm Trustee

Date

Homeowners Address

Requested Usage Date(s)

(_____) _____

Homeowners Phone Number

Email Address

Fill out this form on your computer. Click in a box and type, then print it.

Reminders:

1. Please keep a copy of this Agreement for your personal records.
2. After your event, sign & leave the attached checklist page of this Agreement on the kitchen bar for the Trustee's inspection.
3. To secure the date(s) requested, you must sign and return this Agreement with proper rental fee payment of \$65 per day. **An event/function date is not secured until this Agreement & Rental Fee Payment of \$65 is received.**
4. The clubhouse door has a mail slot which can be used Mon-Fri for Agreement drop offs and we ask that you please use an envelope. You will be called at the number listed above to confirm the date.
5. Your rental fee is fully refundable if cancellation of the event is done within 72 hours prior to the event. **If your event is on a holiday, then cancellation MUST be 30 days in advance for full refund.**
6. If the clubhouse is NOT cleaned properly, there will be an automatic cleaning fee of \$50.
7. Keys should be returned after your event and the clubhouse has been properly cleaned. Keys can be placed through the door using the mail slot.

LAKEFIELD FARMS CLUBHOUSE USAGE GUIDELINES

Reservations

ONLY Lakefield Farms Homeowners may reserve/use the clubhouse

- Reservation Period is 9 am – 9 am (24 Hours)
- Regulations prohibit anyone from staying overnight in the clubhouse
- An adult member (Over 25 yrs) of household **MUST** be present for the entire function

Usage Fees & Security Deposit

- Usage fee must be paid in advance of the event to secure date & submitted with a copy of the signed Clubhouse Rental Agreement & Usage Guidelines.
- Checks should be made payable and presented to: Lakefield Farms Trust (*Event Date on check*)
2 Checks are required and should be as follows
 - * Usage Fee - \$65 per Day *Refundable Security Deposit - \$200
- Security Deposit may be held for up to 30 days after the event & may be forfeited in whole or in part due to non-compliance of this agreement. The Security Deposit must be paid prior to the event date.

Prior To The Function

- Key – Contact & obtain key from Trustee evening before or morning of event
- Decorations –
Attached with masking tape **ONLY!!** No pins and/or staples
Attached to woodwork, not ceiling and/or walls
- We ask that wall decorations not be removed due to potential of breakage/damage

During Function

- *Contacts* – For problems, report damages, etc.
Trustees names & phone numbers are located on office window
- *Emergencies* – Emergency information is also located on the office window
Clubhouse address is 21 Great Hill Rd, Sandwich
- *Absolutely NO SMOKING in the clubhouse*
- *Telephone* – No telephone is provided for general use in the clubhouse.
- If food or liquid spills on furniture use a warm damp towel and blot the area.

DO NOT USE CLEANERS OF ANY TYPE

Conclusion Of Function

- All cleaning must be completed by 9 am on the day following unless otherwise permitted in writing.
 1. The attached checklist should be used as a guide for proper cleaning procedures
 2. Sign and leave a copy of the checklist on the kitchen bar for Trustee's inspection after the event
- If the clubhouse is not cleaned properly or damage is found to the clubhouse, any and/or all of the security deposit may be forfeited.
- Breakage or damage that exceeds the \$200 security deposit:
 - *The security deposit check will be deposited and any damages over the deposited amount will be billed to the homeowner holding the event. If restitution is not received in a timely manner, legal action may be used to collect for the damages and any fees and/or payments will be added to the amount billed.*

If any breakage and/or problems occur during your event, it is your responsible to report it to a Trustee immediately. If the Trustee finds any damage during the final inspection the Homeowner will be contacted.

LAKEFIELD FARMS CLUBHOUSE CLEANING CHECKLIST

Cleaning Equipment including vacuum cleaners, mops, trash bags, etc located in closet next to kitchen

General

_____ Remove all decorations, inside & outside. (All tape from woodwork, balloons, signage)

_____ Remove all trash & leave no food behind. (Remember to check & wipe out refrigerator)

During summer months – Do not use the trash containers in the parking area.

Event trash must be removed from the property.

_____ Return folding tables & chairs to closet & furniture to original location (Pictures in office window)

Main Floor

_____ Vacuum carpet

_____ Mop entrance area

_____ Wipe down all surfaces

_____ Check under furniture cushions and under furniture

_____ TV Remote on entertainment table

_____ Clean & lock all sliders

Seasonal:

_____ A/C to 80 and fan only *during summer months*

_____ Heat Thermostat to 55 degrees *during winter months*

_____ Fireplace cleaned of soot and debris & close damper *during winter months*

Kitchen

Appliances – Empty, Clean & Wiped Down

_____ MWO _____ Oven _____ Refrigerator _____ Coffee Makers

_____ Dishes and utensils washed and put away

_____ Floor swept and mopped

_____ Cabinet Doors, Walls & Appliances all wiped down

Downstairs

_____ Floor swept and wet mopped _____ Area Rug vacuumed

_____ Furniture to original locations (picture in office window)

Bathrooms:

_____ Toilets Cleaned (Use proper cleaner) _____ Sinks Cleaned

_____ Floors swept & mopped _____ Mirrors Cleaned

Signature below states all the above listed items were completed and checked by the homeowner:

Homeowner

Date

Trustee Signature