

# RESIDENTS CLUBHOUSE RENTAL AGREEMENT & USAGE GUIDELINES

21 Great Hill Rd, South Sandwich MA 02563  
P.O. Box 1074, Forestdale, MA 02644, tel:508-428-8568  
www.lakefieldfarms.org lakefieldfarms@comcast.net

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 \$250.

\_\_\_\_\_  
(Homeowner)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Lakefield Farms Manager)

\_\_\_\_\_  
Date)

\_\_\_\_\_  
(Homeowner's Address)

\_\_\_\_\_  
(Requested Usage Date(s))

(\_\_\_\_\_)\_\_\_\_\_  
(Primary Contact Phone Number)

\_\_\_\_\_  
(Email Address)

\_\_\_\_\_  
(\$125/day Check Number)

\_\_\_\_\_  
(\$300 Check Number),

**Both checks must be drawn on a registered Lakefield Farms resident or owner's bank account, and the security check must be dated within 5 months of the rental date.**

## Reminders:

1. PLEASE PRINT 2 COPIES OF THIS FORM. keep a copy of this Agreement for your personal records.
2. After your event, sign & leave the supplied checklist page (part of the Rental Guidelines) on the kitchen bar for the Rental Operations Manager's inspection. Please Note; you are responsible for the cleanliness of the clubhouse.

To secure the date(s) requested, please fill out one copy of this Agreement, sign and return this it with proper rental fee payment of \$125 per day, and the \$300 Security Deposit. **An event/function date is not secured until this Agreement & Rental Fee Payment (\$125) and Security Deposit (\$300) are received in TWO checks. We will destroy the Deposit check if there's no post-rental damage. (See Rental Guidelines).**

3. Drop this completed Rental Agreement and your 2 checks in the black mailbox next to the front door at the clubhouse. Please use an envelope. You will be called or emailed within 1 week, at the number you entered above to confirm the reservation of your event/party date. 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 government recognized holiday, then cancellation MUST be 30 days in advance for full refund.**
4. Please remove all un-used food and paper goods that were brought to the clubhouse. If the clubhouse is NOT cleaned properly, there will be an automatic cleaning fee of \$250. All trash must be removed. Please do not use the grounds trash containers
5. Keys should be returned after your event and the clubhouse has been properly cleaned. Keys can be dropped in the mailbox by the front door after locking the door.
6. **Pets of any kind are not allowed in the Clubhouse or on its grounds. Evidence of pets following a rental may incur the use of the \$300 Security deposit for special cleaning**

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# Clubhouse Rental Guidelines

Keep this section for your information

## Reservations:

**ONLY** Lakefield Farms Year-round Residents/Homeowners in good standing may reserve/use the clubhouse

- Lakefield farms Trust employ a Quiet Zone between 8:00pm and 7:00am in accordance with the Town of Sandwich Bylaws (see below)
- Daily reservation period is 7:00am – 12:00 am (17 hours)
- An adult member (over 25 yrs) of **MUST** be present for the entire function
- Due consideration **MUST** be given to our neighbors
- **The purpose of a Clubhouse rental is for a Lakefield Farms resident or homeowner to conduct a private event. The Lakefield Farms resident or homeowner who rents the Clubhouse is fully and fiscally responsible for the conduct of the event guests.**

## Contact us:

After your rental is confirmed, your contact is the Rental Operations Manager, Sharon Kaczmarczyk at 774-313-0199

## Usage Fees & Security Deposit:

- Usage and security fees must be paid in advance of the event to secure the date & submitted with a copy of the signed Clubhouse Rental Agreements and User Guidelines
- Checks should be made payable and presented to; Lakefield Farms Trust (*Event date on check, please*). 2 checks are required, namely;
  - Usage fee - \$125:00 per day, and the Refundable security deposit - \$300.00
- Security deposit may be held for up to 30 days after the event and maybe forfeited in whole or in part due to non-compliance of this agreement. The Security Deposit must be paid prior to the event date
- **Both checks must be drawn on a registered Lakefield Farms resident or homeowner's bank account.**
- **Lakefield Farms Trust accepts no responsibility for any injury or loss during the use of the Clubhouse**

## Parking:

- The driveway and boat ramp areas should be used for drop-off and pick-up only. No parking for the duration and must be kept clear if emergency vehicles are needed
- The far 10 parking spots (5 on each side) are reserved for beach users. Visitors to your event must not park in these spots
- We strongly suggest that you consider car-pooling if possible

## Prior to the Function:

- **Key** – Your Rental contact (Sharon Kaczmarczyk) will contact you to arrange key drop-off
- **Decorations** – Attached with **masking/painter's** tape ONLY! No pins and/or staples attached to woodwork, ceiling, walls and furniture
- Existing wall decorations, pictures, frames, sconces, etc. must not be remove from the walls due to potential breakage and damage

- Our best efforts to clear snow from the premises will be made. Snow melt is available in the “Ramp” closet.

## During the Function:

- No overnight accommodation under any circumstances
  - The Clubhouse must be completely vacated between 12:00am and 7:00am.
  - No alcohol outside the Clubhouse between 12:00am and 7:00am
  - **The renter must comply with the ByLaws of the Town of Sandwich in regard to noise (See below); No music or loud noise between 8:00pm and 7:00am**
  - Absolutely NO SMOKING in the clubhouse
  - Absolutely NO PETS in the clubhouse or grounds (Please remember that folks who rent after you may be allergic to animals). If you bring pets, you may forfeit your security deposit for “Special cleaning”
  - No glass containers of any kind to be used outside the Clubhouse and Clubhouse deck.
  - **The homeowner is fully and fiscally responsible for the conduct of the event guests**
  - **Violation of these rules may result in the forfeiture of the security deposit.**
- 
- **Contacts** – For problems, report damages, etc. – Please call Sharon at 774-313-0199.
  - **Emergencies** – Emergency information is also located next to the office door
  - The Clubhouse address is - 21 Great Hill Road, Sandwich
  - **Telephone** – no telephone is provided for general use in the clubhouse
  - Please do not place hot items that are likely to cause damage on any picnic table
  - If you plan to use the fireplace, make sure you open the damper (please extinguish the fire, remove debris and ashes, and close the damper before you leave). Please do not use the A/C when using the fireplace.
  - If food or liquid spills on furniture, use a warm damp towel and blot the area
    - DO NOT USE CLEANERS OF ANY TYPE
  - Heating and cooling. We have central heating and A/C. The smart thermostat is preprogrammed for your event to 74 degrees in the Summer and 72 degrees in the Winter. During your event you may select a different comfort level. Please keep the doors and windows closed when the heating or A/C is on

## Conclusion of Function:

- All cleaning must be complete by 12:00am after the last event day unless otherwise permitted in writing from a Trustee. All trash must be removed. Please do not use the grounds trash containers
  - The attached Checklist should be used as a guide for proper cleaning procedures
  - 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 or its contents, any and/or all of the Security Deposit may be forfeited
- Breakage or damage that exceeds the \$300 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 said damages plus any fees and/or payments incurred as a result of said damages and collection

# **Town of Sandwich**

## **ByLaws**

### **Section 3.55**

*Noise Part 1: It shall be unlawful for any person or persons present or having charge of any building, premises, motor vehicle, boat or conveyance or any part thereof in the Town, other than that section of any establishment licensed under Chapter 138 of the General Laws, to cause or suffer to allow any unnecessary, loud, excessive or unusual noises in the operation of any mechanical or electronic sound-making device or instrument, or reproducing device or instrument, or in the playing of any band, orchestra, musician or group of musicians, or in the use of any device to amplify the aforesaid, or the making of loud outcries, exclamations or other loud or boisterous noises or loud or boisterous singing by any person or group of persons or in the use of any device to amplify the aforesaid noise, where such noise is plainly audible at a distance of one hundred fifty (150) feet from the building, premises, motor vehicle, boat or conveyance in or from which it originates and shall constitute prima facie evidence of a violation of this Bylaw.*

*Part 2: It shall be unlawful for any person or persons being in control of a motor vehicle to cause an unnecessary, loud, excessive, or unusual noise in the operation of such vehicle. It shall be unlawful for any person or persons present or having charge of any building, premises, motor vehicle, boat or conveyance or any part thereof, to construct or reconstruct any building, premises, motor vehicle, boat or conveyance or any part thereof, and cause or emit any sound or noise evident to an abutting property between the hours of 8:00 P.M. and 7:00 A.M. Any person violating this Bylaw shall be punished by a fine of not more than three hundred (\$300.00) dollars for each offense.*

*Adopted March 7, 1966 (Article 40)*

*Amended May 2, 1988 (Article 27)*

*Amended May 2, 1994 (Article 41)*

*Amended May 3, 1999 (Article 42 )*

**Please complete this form and leave it in the Clubhouse after the event**

*Cleaning equipment including vacuum cleaners, mop, trash bags, etc. are located in the closet next to the kitchen.*

**General: (Do not use the trash containers in the parking lot or grounds)**

- \_\_\_\_\_ Remove all decorations, inside and out that you installed, including all tapes
- \_\_\_\_\_ Remove all trash from the premises and leave no food behind. **Remove ALL unused paper products**
- \_\_\_\_\_ Check and wipe out the refrigerator and oven
- \_\_\_\_\_ Return folding tables and chairs to the closet and furniture to its original location

**Main Floor:**

- \_\_\_\_\_ Vacuum the carpet
- \_\_\_\_\_ Mop entrance area
- \_\_\_\_\_ Wipe down surfaces
- \_\_\_\_\_ Check under furniture and cushions
- \_\_\_\_\_ Replace TV remote to table
- \_\_\_\_\_ Clean and lock all slider doors

**Seasonal:**

- \_\_\_\_\_ Fireplace cleaned of debris and close damper (No lit embers)

**Kitchen:**

Appliances – Empty, cleaned and wiped down

- \_\_\_\_\_ MWO    \_\_\_\_\_ Oven    \_\_\_\_\_ Refrigerator    \_\_\_\_\_ Coffee makers
- \_\_\_\_\_ Dishes and utensils washed and put away
- \_\_\_\_\_ Floor swept and mopped
- \_\_\_\_\_ Cabinet doors, walls and appliances wiped down

**Downstairs:**

- \_\_\_\_\_ Floor swept and wet mopped
- \_\_\_\_\_ Furniture to original location

**Bathrooms:**

- \_\_\_\_\_ Toilets cleaned (Use supplied cleaner)
- \_\_\_\_\_ Sinks cleaned
- \_\_\_\_\_ Floors swept and mopped
- \_\_\_\_\_ Mirrors cleaned

\_\_\_\_\_  
Homeowner signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Rental Operations Manager signature