

# AMENITIES RULES AND REGULATIONS

Clubhouse Rental Policy  
For the Homes at Swan Pond,  
Village at Swan Pond, & Highlands West

1. The Clubhouse and other Amenities are for the use and convenience of Owners and Residents and their invited guests only. The Unit Owner (Applicant) renting the Clubhouse must be in attendance during the entire function. Applicant agrees that he/she will personally use the premises during the requested hours only.
2. Applicant shall not use these premises for any unlawful purpose, and shall not make or permit to be made any disturbing noises, or do, or permit any act that will unreasonably interfere with the rights, comforts or convenience of other Residents.
3. All functions are to be confined to the designated area. Rental for the Great Room of the Clubhouse includes use of kitchen facilities (as specified) only, and does not include stairways, offices, and upstairs rooms. Rental for a Meeting Room includes use of the room only.
4. The use of alcoholic beverages shall be in accordance with the state and local ABC (Alcoholic Beverage Control) laws.
5. The applicant agrees to assume responsibility for any damage to the building, furniture or equipment.
6. The management is to have free access to the function room at all times and the applicant agrees that should the management deem the use or action of occupants undesirable for any reason whatsoever, that the applicant and all occupants will vacate the room immediately.
7. The management will not be responsible for the loss of any personal effects, dishes, equipment or food, and anything left after any party will be considered abandoned and disposed of by the management.
8. The function room will be available for the use between the hours of 9:00AM and 2:00AM. This includes clean up time. The Clubhouse must be empty and clean by 2:00AM, if it is a late function. **THERE ARE NO EXCEPTIONS.**
9. The applicant expressly agrees to assume the risk of any accidents or personal injury which he/she may sustain while using said facilities, and agrees that Homes at Swan Pond, Village at Swan Pond, Highlands West Condominium and the management will in no way be liable for any such injury. The applicant further agrees to indemnify and save harmless Homes at Swan Pond, Village at Swan Pond, Highlands West Condominium and the Building Management for any accidental injuries sustained by a guest of the Resident while using said facilities.

10. No food or beverages in the pool area. A maximum of 125 persons is allowed for all functions in the Great Hall.
11. The Great Room rental fee is \$200, which should be sent to the designated Amenities Clubhouse Rental Agent as soon as possible to hold that date. The security deposit is \$150, which must be received by the Clubhouse Rental Agent 10 days prior to the rental date.
12. The Meeting Room rental fee is \$50, which should be sent to the designated Amenities Clubhouse Rental Agent as soon as possible to hold that date. The security deposit is \$150, which must be received by the Clubhouse Rental Agent 10 days prior to the rental date.
13. All money, which is paid to the designated Amenities Clubhouse Rental Agent, must be in the form of **PERSONAL OR BANK CHECK** and made payable to the Swan Pond Amenities. (The trust will deposit funds in the amenities account for The Village at Swan Pond, Highlands West, and The Homes at Swan Pond.
14. The applicant agrees to remove all personal property immediately after the party, such as dishes, food, bottles, paper, decorations, and trash of any description.
15. The Clubhouse has been cleaned for your function and it must be returned in the same way. Clean up includes the main level of the Clubhouse, men's and ladies' rooms, kitchen (wiping down the stoves, moping the kitchen floor, and scrubbing out of any spots on the carpeting or tile).
16. No decorations are to be hung on the walls. No tacks, tape or nails!
17. If clean up has not been completed, the charge for cleaning will be deducted from the Security Deposit before it is returned to you.
18. No cooking is allowed in the kitchen, but re-heating of food is allowed.
19. No candles are allowed – per order of the **TOWN OF WALPOLE FIRE DEPARTMENT** Rules and Regulations.

**HOMES AT SWAN POND, VILLAGE AT SWAN POND,  
AND HIGHLANDS WEST CONDOMINIUM**

**APPLICATION FOR RENTAL OF CLUBHOUSE**

Name: \_\_\_\_\_ of unit# \_\_\_\_\_

Requests permission to use the Clubhouse Great Room on Date: \_\_\_\_\_

Requests permission to use the Clubhouse Meeting Room on Date: \_\_\_\_\_

Occasion: \_\_\_\_\_

Number of People: \_\_\_\_\_ Phone #: \_\_\_\_\_

Signature of Resident: \_\_\_\_\_ Date: \_\_\_\_\_

This application must be accompanied by a personal or a bank check in order to reserve the room. A security deposit of \$150 payable before the function and will be refunded after the event unless there are infractions of the rules. In that event the security deposit will be held until the Manager is on duty. All or any portion of the security deposit may be forfeited for infractions of the rules, damage to the facilities of failure to properly clean the facilities.

The Clubhouse **MUST** be vacated by 2:00AM with clean up completed. This includes removal of trash, cleaning of the kitchen and vacuuming. In consideration of this application, the applicant agrees to comply with all the rules and regulations governing the use of the Function Room.

Rules and Regulations received and accepted by: \_\_\_\_\_

Signature of Owner

<p>OFFICE USE:</p> <p>A use fee of \$ _____ Received by: _____ Date: _____</p> <p>Security Deposit of \$150 received by: _____ Date: _____</p> <p>Security Deposit of \$150 returned to: _____ Date: _____</p>
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**HOMES AT SWAN POND, VILLAGE AT SWAN POND,  
AND HIGHLANDS WEST CONDOMINIUM**

**APPLICATION FOR RENTAL OF CLUBHOUSE**

Date \_\_\_\_\_

I \_\_\_\_\_ Owner/Resident of

Unit # \_\_\_\_\_,

have reserved the Party Room for a function on \_\_\_\_\_.

In addition to agreeing to abide by the Rules and Regulations of Homes at Swan Pond, Village at Swan Pond, Highlands West Condominium and the Party Room Rules, I also agree that no liquor will be served to anyone less than 21 years. I agree, also, that if any guest is near/beyond the current legal standards of intoxication, I will not allow him or her to drive an automobile. I further agree to indemnify and save harmless the Homes at Swan Pond, Village at Swan Pond, Highlands West Condominiums and the Management for any accidental injuries and/or legal action sustained by any guest due to the consumption of liquor. All caterers hired to serve food must receive a permit from the Town of Walpole Board of Health. A Board of Health permit form is attached. A copy of the permit must be received with the contract at least ten days prior to the function being held. The Owner/Resident in whose name the Party Room is reserved must be present throughout the function.

\_\_\_\_\_  
FUNCTION HOST/HOSTESS SIGNATURE

N.B. This document is to be kept in the file with the signed rental application.  
Anyone refusing to sign this document may NOT rent the Party Room.

**HOMES AT SWAN POND, VILLAGE AT SWAN POND,  
AND HIGHLANDS WEST CONDOMINIUM**

**APPLICATION FOR RENTAL OF CLUBHOUSE**

**CATERER'S NOTIFICATION FORM**

Caterer: \_\_\_\_\_

Address: \_\_\_\_\_

City/State: \_\_\_\_\_

Telephone #: \_\_\_\_\_

Date Submitted: \_\_\_\_\_

Walpole Board of Health  
Town Hall/School Street  
Walpole, MA 02081

In accordance with 105 CMR 590.033, we wish to notify you that we plan to cater a function within the Town of Walpole.

Date: \_\_\_\_\_

Time: \_\_\_\_\_

Location: \_\_\_\_\_

Number of People: \_\_\_\_\_

Menu: \_\_\_\_\_

A copy of our caterer's permit from the city/town of \_\_\_\_\_ is enclosed.