The Village at Mount Hope Bay Condominium Association
Clubhouse Policies

General Information:

Use of the Clubhouse is available to all Residents seven (7) days per week based on guidelines outlined below:

- Normal hours of operation are 7:00 a.m. to 7:00 p.m.
- The building will automatically lock at 7:00 p.m.
- Access to the building outside of these hours requires a registered key fob which will be provided by Property Manager. Two (2) will be provided at no cost initially. Additional pass cards can be obtained from Property Manager at cost.
- Fobs open main entry gates, Clubhouse, and Pool Gate.
- Entry during off hours with the use of the pass card is through main doors on both the main level and the lower level.
- Clubhouse, Deck, and Pool area are smoke free.
- Animals of any type are not allowed in the Clubhouse, Deck, or Pool Area except for a certified service animal.
- Residents are responsible for notifying the Property Manager in the event of damage to property or injuries to Residents or their guests that occur in or around the Clubhouse or other common areas.
- Residents may use the Clubhouse for private meetings, parties, and catered functions. These events must be arranged in advance by contacting the Property Manager.
- Under no circumstances may the Clubhouse be used for events at which merchandise and/or services are sold or for meetings for political purposes unless it is for benefit to Village Residents only, and there has been prior approval granted by the Board of Directors. .

Contact Information for the Property Manager is:
(401)-624-3930 or After-hours Emergency Phone Number:
617-423-7000

The Village at Mount Hope Bay Condominium Association

Clubhouse Policies

Private Use of the Clubhouse by Residents

The following Rules and Regulations are deemed to be part of the "Request for Clubhouse Use" agreement with the Resident hosting a function and apply to all vendors hired by the Resident to perform services at the Clubhouse at The Village at Mount Hope Bay.

General Information:

- A Resident wishing to use the Clubhouse Great Room and/or Library must submit the "Request for Clubhouse Use" form available from the General Manager. The General Manager will respond within 72 hours.
- A fee to hold the date, a security deposit, and an hourly rate will be charged.
- The number of guests should not exceed 75.
- Parking is limited to the 40 spaces in front of the Clubhouse. No parking is allowed on the grass or on Schooner Drive.
- To facilitate scheduling, a calendar of meetings, events, and other gatherings in the Great Room and Library will be maintained on the bulletin board next to the General Manager's Office on the lower level**.**
- The Fitness and Billiard rooms as well as the pool area are NOT available for private events. Private party guests are limited to the Great Room and/or Library.
- Private events are limited to one per weekend.

Charges:

- A non-refundable fee of $50.00 is necessary to hold the date. If the event goes forward as scheduled, that fee will be deducted from the final charge.
- A security deposit of $500.00 is required for all events. This security deposit will be returned as long as the room is left in as found condition.
- The charge for the use of the Clubhouse by a Resident who wishes to have a private event at which food and/or alcoholic beverages will be served is $75.00/hour (minimum three (3) hours).
- The charge for the use of the Clubhouse by a Resident who wishes to sponsor a meeting that is not open to Residents of the Villages is $50.00/hour (no minimum) with a security deposit of $500.00. No food or alcoholic beverages may be served at these meetings.
- The fees may be waived for nonprofit groups sponsored by a Resident at the discretion of the General Manager. The security deposit ($500) must still be paid.

Resident Responsibilities:

- The sponsoring Resident must be in attendance throughout the event and is responsible for maintaining all Clubhouse Rules and Regulations.
- The Resident shall make sure that all vendors involved in their function have read their agreement to follow the Rules and Regulations related to their activities. A signed copy of the agreement (s) must be submitted to the General Manager before the event. This includes the caterer, florist, musicians and providers of alcoholic beverages where applicable.
- The Resident is responsible for making a final check of the Clubhouse before leaving the event, assuring that requirements for cleaning have been followed, lights have been shut off, and doors have been locked.
- Consult cleaning checklist posted in the kitchen
- No furniture can be moved out of the Great Room without permission of the General Manager.
- Resident is responsible for notifying the General Manager in the event of damage to property or injuries to Residents or their guests that occur in or around the Clubhouse or other common areas.

Contact Information for the Property Manager is:
Allyson Reagan – (401)-624-3930 or
areagan@firstrealtymgt.com After-hours Emergency Phone
Number: 617-423-7000

General Manager Responsibilities:

- Folding tables and chairs are available for use.
- A walk through with the General Manager is required prior to the scheduled event.
- A signed copy of the "Rules and Regulations" for all vendors must be submitted to the General Manager prior to the event.
- General Manager will not be present at the event.
- General Manager will return security deposit to Resident within two weeks providing the room has been left in as found condition.

Miscellaneous:

- Tenting is not permitted on the property at any time without prior approval of the Board of Directors.
- Decorations: Nothing shall be hung or suspended on the walls, ceilings, windows, doors, chandeliers, sconces, curtains/drapes, mirrors, exterior poles, or other fixtures by any means. No nails, tacks, or tape shall be used. No glitter or rose petals are permitted. All decorations and flowers must be removed at the conclusion of the event. Candles must be battery operated. No open flames are allowed anywhere in the building.

The Village at Mount Hope Bay Condominium Association
Clubhouse Policies

Caterer - Rules and Regulations

The following Rules and Regulations are deemed to be part of the "Request for Clubhouse Use" agreement with the Resident hosting a function and apply to Caterers hired by the Resident to perform services at the Clubhouse at The Village at Mount Hope Bay.

Caterers must provide the following to the General Manager prior to the event:

- Copy of current food service license issued by the State of Rhode Island Department of Health
- Class P liquor license issued by the Rhode Island Department of Business Regulation if Caterer is serving alcohol.
- Certificate of Insurance that includes general liability, liquor liability, and workers' compensation insurance.

Guidelines:

- Clubhouse is available two (2) hours prior to the start of the event.
- All food service supplies must be provided by the Caterer.
- Consumables such as ice stored in the Clubhouse freezer are not available for use by the Resident renting the facility.
- All deliveries must be coordinated in advance with the General Manager and must be brought in through the kitchen door that is accessed from the parking lot. If the size of the equipment precludes delivery through the kitchen door, heavy weight matting must be placed on the lobby floor and entrance to the Great Room to protect the flooring.
- Grills may only be used with prior approval of the General Manager and within a designated area.
- Washing of plates, glassware, etc. is prohibited. Sink can only be used to rinse.
- Kitchen area must be left in as found condition and all trash must be removed at the end of the event.

I/we have read and understand the above Caterer Rules and Regulations and hereby agree to comply with same.

_____ _____

RESIDENT DATE

_____ _____

CATERER DATE

The Village at Mount Hope Bay Condominium Association
Clubhouse Policies

Alcoholic Beverage – Rules and Regulations

The following Rules and Regulations are deemed to be part of the "Request for Clubhouse Use" agreement with the Resident hosting a function and apply to Providers of Alcoholic Beverages hired to perform services at the Clubhouse at The Village at Mount Hope Bay.

Guidelines:

- Clubhouse is available two (2) hours prior to the start of the event.
- Equipment must be brought in through the kitchen door that is accessed from the parking lot. If the size of the equipment precludes delivery through the kitchen door, heavy weight matting must be placed on the lobby floor and entrance to the Great Room to protect the flooring.
- Washing glassware in the dishwasher is prohibited.
- All bottles and debris must be removed at the end of the event.

Requirements:

- A copy of Class P liquor license issued by the Rhode Island Department of Business Regulation if alcohol is provided.
- If hiring bartenders to serve alcohol purchased by Resident, a copy of Certificate of Insurance should be provided which includes general liability and liquor liability.

Resident Responsibilities:

- Resident agrees to exercise prudent judgment in the service of alcoholic beverages.
- To instruct bartenders to deny alcohol to under age or visibly intoxicated people. Resident agrees to provide transportation for those who are incapable of safely operating a motor vehicle because of intoxication.

Resident acknowledges, understands, and accepts personal responsibility for the behavior and actions of his/her guests. Resident will exercise due care in the dispensing of alcoholic beverages to ensure that no guest is an obvious danger to themselves or others during or immediately after the affair.

Further, the Resident agrees to indemnify and hold The Village at Mount Hope Bay Condominium Association, its members' and agents harmless of and from any and all claims, demands, liability or damages which may arise out of, or in connection with, the consumption of alcoholic beverages allowed or caused to be served by the Resident.

I/we have read and understand the above Alcoholic Beverage Rules and Regulations and hereby agree to comply with the same.

_____ _____

RESIDENT DATE

_____ _____

PURVEYOR OF ALCOHOLIC BEVERAGES DATE

The Village at Mount Hope Bay Condominium Association
Clubhouse Policies

Florist – Rules and Regulations

The following Rules and Regulations are deemed to be part of the "Request for Clubhouse Use" agreement with the Resident hosting a function and apply to Florists hired to perform services at the Clubhouse at The Village at Mount Hope Bay.

Guidelines:

- Clubhouse is available two (2) hours prior to the start of the event.
- All deliveries must be coordinated in advance with the General Manager and must be brought in through the kitchen door that is accessed from the parking lot. If the size of the equipment precludes delivery through the kitchen door, heavy weight matting must be placed on the lobby floor and entrance to the Great Room to protect the flooring.
- Nothing shall be hung or suspended on the walls, ceilings, windows, doors, chandeliers, sconces, curtains/drapes, mirrors, exterior poles, or other fixtures by any means.
- No nails, tacks, or tape shall be used.
- No glitter or rose petals are permitted.
- Candles are not permitted (except battery operated).
- At the end of set-up, all debris created by florist must be removed by florist.

_____ _____

RESIDENT DATE

_____ _____

FLORIST DATE

The Village at Mount Hope Bay Condominium Association
Clubhouse Policies

Musicians/Entertainers – Rules and Regulations

The following Rules and Regulations are deemed to be part of the "Request for Clubhouse Use" agreement with the Resident hosting a function and apply to Musicians/Entertainers hired by the Resident to perform services at the Clubhouse at The Village at Mount Hope Bay.

Guidelines:

- Clubhouse is available two (2) hours prior to the start of the event.
- Equipment must be brought in through the kitchen door that is accessed from the parking lot. If the size of the equipment precludes delivery through the kitchen door, heavy weight matting must be placed on the lobby floor and entrance to the Great Room to protect the flooring.
- Noise and amplification shall be within prescribed limits of the Town of Tiverton and within limits that demonstrate consideration for residents.
- All music and entertainment will cease no later than midnight.
- Under no circumstances shall music be broadcast or played on the exterior of the Clubhouse including the Deck.

I/we have read and understand the above Guidelines for Musicians/Entertainers and hereby agree to comply with the same.

_____ _____

RESIDENT DATE

_____ _____

MUSICIAN/ENTERTAINER DATE

The Village at Mount Hope Bay Condominium Association

Request for Clubhouse Use

NAME OF
RESIDENT: _____ ADDRESS: _

TELEPHONE: _____ EMAIL: _____

DATE OF EVENT: _____

DESCRIPTION OF EVENT: _____

ROOM(S) REQUESTED: GREAT ROOM ( ) LIBRARY ( )

HOURS OF EVENT: FROM: _____ TO: _____

APPROXIMATE NUMBER OF GUESTS: _____ (NOT TO EXCEED 75)

VENDORS:

CATERER:	YES ( )	NO ( )
FLORIST:	YES ( )	NO ( )
ENTERTAINMENT:	YES ( )	NO ( )
ALCOHOL SERVICE	YES ( )	NO ( )

I/WE HAVE READ AND AGREE TO FOLLOW THE RULES AND REGULATIONS SET FORTH FOR THE PRIVATE USE OF THE CLUBHOUSE BY RESIDENTS.

_____ _____

SIGNATURE OF RESIDENT DATE

A "REQUEST FOR CLUBHOUSE USE" WILL NOT BE CONSIDERED AS CONFIRMED UNTIL THE GENERAL MANAGER HAS RECEIVED THE NON-REFUNDABLE FEE TO HOLD THE DATE AND THE GENERAL MANAGER HAS SIGNED AND RETURNED A COPY OF THIS FORM TO THE RESIDENT. ALL REQUESTS WILL BE GRANTED ON A FIRST REQUEST/FIRST SERVED BASIS.

_____ _____

REQUEST APPROVED BY PROPERTY MANAGER DATE: