

# Hunting Ridge Condominium Association, Inc.

6914 Hanover Parkway

Greenbelt, MD 20770

(301) 345-1777

## PARTY ROOM RENTAL CONTRACT

This agreement made this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by and between Hunting Ridge Condominium Association, Inc. and Name & Address \_\_\_\_\_ who acknowledge(s) him/her/their self/selves to be the resident unit owner of record of \_\_\_\_\_, hereafter referred to as the "Lessee". Whereas, the Lessee wishes to use the Party Room for the purpose of \_\_\_\_\_ on the \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ herein referred to as the "rental date", and for the period from \_\_\_\_\_ to \_\_\_\_\_, and, WHEREAS, Hunting Ridge Condominium Association, Inc., has agreed that the Lessee may use the Party Room on the date specified for said purpose, subject to the conditions stated below.

Telephone Number Contact: \_\_\_\_\_.

NOW, THEREFORE, the parties hereto do mutually agree as follows:

### RENTAL FEE

A fee of \$300.00 is charged for the use of the Party Room, and this fee is to be paid by cashier's check or money order when a rental date is reserved with the Management Agent/Property Manager. The Lessee shall be entitled to the full refund of said fee if the Management Agent/Property Manager is notified in writing at least twenty-one (21) days in advance of the rental date that the Lessee will not be using the Party Room. A fee of \$50.00 shall be charged if less than 21 days notice of cancellation is given. **BY INITIALING I UNDERSTAND THE ABOVE PARAGRAPH**

### SECURITY DEPOSIT

The Lessee of the Party Room hereby agrees to post a security deposit in the amount of \$500.00, payable by cashier's check or money order no later than twenty-one (21) days to prior rental date. The Lessee will be given an explanation of the facilities and an inventory list of all the items in the Party Room at the start of the leased use of the Party Room. The security deposit will be returned in full if the inspection proves that the Party Room is in proper order, and that all rules for use of the Party Room were observed. The Lessee shall be held fully responsible for the actions of their guests while the guests are in or near the Clubhouse. Any items missing or damaged will be replaced or repaired at the Lessee's expense. In the event that damages exceed the security deposit, the Lessee acknowledges that he/she/they will be billed the difference and that payment is due at the time the bill is rendered. **BY INITIALING I UNDERSTAND THE ABOVE PARAGRAPH** \_\_\_\_\_.

### TERMS OF USE

The use of the Party Room is granted to the Lessee for his/her/their private use only upon the date above specified and only for a 6 hour period between the hours of 10:00 a.m. and 12:00 a.m. on the rental date and the time indicated above. Failure to terminate the use of the Party Room at the agreed time will result in the loss of the security deposit. The resident unit owner or resident lessee must be present at all times during the party. The Lessee may not sublet the party room to anyone. **BY INITIALING I UNDERSTAND THE ABOVE PARAGRAPH** \_\_\_\_\_.

### NUMBER OF GUESTS

The Lessee understands and expressly agrees that the permission granted herein for use of the Party Room is conditioned upon and limited to the use of said Party Room by a maximum of **70 persons**. If it shall come to the attention of the Owner or his Agent that the number is in excess of 70 at anytime be present in the Party Room. The lessee agrees upon request from the Owner or his Agent (including security guards employed by the Owner) or from any civil authority, to terminate at once the activity for which he/she/they have been granted permission to use the Party Room. The Lessee will lose all of the security deposit should this section be violated.

**CONDITIONS OF USE**

It is hereby expressly understood and agreed by the Lessee that the permission granted herein for use of the Party Room is for the purpose specified herein above, and no other. The Lessee hereby recognizes and agrees that the permission granted herein for use of the Party Room extends to the Party Room and its connected kitchen facilities as well as to the common rest rooms in the Clubhouse. All other portions of the Clubhouse including but not necessarily limited to, the TV Room, the Exercise Room, the Swimming Pool facilities, the exterior common grounds and picnic areas are expressly excluded from the use which permission is granted hereby. The Lessee further expressly agrees that the said Party Room and its connected kitchen facilities, as well as the rest rooms will be left in a clean and neat condition. That all appliances should be clean and in working order and that all tables and chairs will be cleaned. The floor will be swept and vacuumed, and all trash to be disposed of by the Lessee at the termination hour of this agreement. Any problems with any items must be noted on the check sheet prior to the activity's commencing or Lessee will be held liable for their repair. No rice or confetti may be thrown in or around the party room area. All the cleaning supplies and equipment will be supplied by the Lessee. If damage should occur to the Party Room in excess of the security deposit, the cost to repair the damage will be assessed to the lessee.

**PARKING**

Guest of lessee who will visit Hunting Ridge Condominium during this party, must park only in areas noted on the map that is part of this contract. The Lessee is expected to police the parking activity to insure that guests comply with this rule. Failure to comply with the parking requirements will result in the loss of the security deposit. If Hunting Ridge Condominium receives a parking violation complaint from neighbors, the deposit can be held. The Association is not responsible for any guests' cars while on the property. **BY INITIALING I UNDERSTAND THE ABOVE PARAGRAPH \_\_\_\_\_.**

**INDEMNITY**

It is hereby understood and agreed by the Lessee that he/she/they shall be solely and absolutely responsible and liable for his/her/their conduct and for the conduct of any guests he/she/they may invite to use the Party Room. The Lessee hereby expressly agrees to assume such responsibility and expressly agrees to indemnify and hold harmless Hunting Ridge Condominium Association, Inc., their Managing Agent, Board of Directors, employees, agents and successors and assigns from any and all manner of claims arising out of occasioned by or in any way connected with their use of the Party Room, their own conduct or the conduct of their guest, including but not necessarily limited to, any and all claims for property damage to the Party Room or any of the other premises of the Hunting Ridge Condominium Association, Inc. as well as any and all claims for personal injury by any person or persons. The Lessee understands and expressly agrees that he/she/they shall be personally responsible and liable for the indemnification specified herein in excess of the security deposit posted.

**USE BY MINORS**

The Lessee expressly agrees that in the event the Party Room is to be used by minor (under 18 years) members of their immediate family for entertainment of their guests, the Lessee shall be personally responsible and liable for any and all damages which may occur during the use of the Party Room, or as a result thereof. The Lessee further agrees to provide not less than six (6) responsible adults who shall be present at all times when the Party Room is in the use by minor members of their family and their guests.

**ALCOHOLIC BEVERAGES**

No alcoholic beverages are to be sold. No alcoholic beverages are to be served to anyone under Maryland's legal drinking age.

**RETURN OF SECURITY DEPOSIT**

The Lessee hereby expressly recognizes and agrees that violating any term or condition of this agreement and rules and regulations attached subjects him/her/their to deductions from his/her/their security deposit such sum as the Management Agent in their absolute and sole discretion shall determine is due on account of such violation including forfeiture of the entire deposit. If the Lessee is entitled to the return of all or part of his/her/their security deposit, such check may be picked up at the on-site office in the Clubhouse weekdays between the hours of 8:00 a.m. and 4:30 p.m. In no event shall the Lessee be entitled to such sum earlier than (5) five workdays following the above specified date on which the Party Room is to be used. **BY INITIALING I UNDERSTAND THE ABOVE PARAGRAPH \_\_\_\_\_.**

### **RULES AND REGULATIONS GOVERNING THE USE OF THE PARTY ROOM**

1. Limit of occupancy is 70. Fire regulations require that the two main doors remain open at all times.
2. Use of the Party room is permitted only to Owner/Residents of Hunting Ridge Condominium and their invited guests. At no time can it be used for a public function unauthorized by the Board of Directors.
3. Use of the Party Room facilities is expressly limited to that room only, which includes use of the kitchen and rest rooms.
4. No smoking is allowed in any part of the community building. If smoking occurs in the building the security deposit will be held.
5. No boisterous or otherwise objectionable conduct shall be permitted at any time.
6. Any Lessee of the Party Room shall be held responsible for their guests while in or near the Clubhouse. The use of the picnic area and grounds outside the building for more than two people is prohibited. If this area is used the full security deposit will be held.
7. Decorations cannot be attached to any hanging lights or painted walls. All decorations must be removed.
8. Any furniture that is rearranged must be returned to its original placement.
9. Music is permitted; however, the tone must be low enough so that residents are not disturbed in adjacent buildings or common areas.
10. You will be given an inventory list of all items in the Party Room. An inventory will be made in your presence to account for all furnishings. Any items missing or damaged will to be replaced or repaired at your expense. In the event damages exceed the deposit, you will be billed and payment is due at the time the bill is rendered.
11. Cleaning is to be done before you leave the Party Room, using your own supplies and equipment.

#### **Following is a list of things to be done:**

- a. **\*\* Empty all trash in dumpsters located across from building 6948 (to the left when you exit the clubhouse).**
  - b. Kitchen must be left clean with all dishes washed and removed.
  - c. Kitchen floor must be wet mopped.
  - d. Refrigerator must be left clean and any food provided by you removed.
  - e. Bar must be wiped off and left clean.
  - f. Carpets must be vacuumed. If shampooing is necessary, the cost is \$100.00 and will be done by Hunting Ridge Condominium.
  - g. Make sure no cigarettes are left burning outside the Clubhouse entrance.
  - h. Be sure you remove all personal items when you leave. We assume no responsibility for any items left.
  - i. Make sure all doors are locked before leaving the building.
  - j. Range must be clean. Be sure all burners and oven are turned off.
  - k. Instruct your guests not to smoke in the Clubhouse.
  - l. All rest rooms must be left clean and sanitary.
  - m. Pick up all cigarette butts left at the front entrance to the community building.
12. If the above Rules and Regulations are not followed, future use of the Party Room may be denied.
  13. Check out time is 12:00 a.m. or the end of the six hour rental. You must not leave the building until the maintenance mechanic arrives to lock the main door.
  14. The Clubhouse Attendant will meet you at the clubhouse at the time you have rented the party room. **For all emergencies – call the Answering Service (301) 596-2086.**
  15. The emergency exit door is to be used only in the case of an emergency.

### **RULES AND REGULATIONS GOVERNING THE USE OF THE PARTY ROOM FIREPLACE**

1. The flue on the fireplace is always left open, and should not be tampered with by Leasee/Guests.
2. The fireplace is not to be used under any circumstances.

3. No candles are to be placed in the fireplace.

The rules listed above are enforceable in conjunction with the Rules and Regulations Governing the Use of the Hunting Ridge Condominium Party Room and the signed Agreement for the use of the Party Room

Any violation of this agreement may and shall serve as just cause not to allow the Lessee to rent the Party Room again.  
IN WITNESS WHEREOF, the parties hereto have executed this agreement, on the day, month and year first above written.

---

Name of Lessee (Print)	Signature of Lessee	Date
------------------------	---------------------	------

---

Name of Lessee (Print)	Signature of Lessee	Date
------------------------	---------------------	------

---

Agent	Date
-------	------

**PARTY ROOM INSPECTION FORM**

DATE: \_\_\_\_\_

PARTY OF: \_\_\_\_\_

**PARTY ROOM SIGN IN**

The following items are in place and will not be moved or removed according to the terms of this signed contract.

- |  |                          |
|--|--------------------------|
| 8 – 60” White Granite Folding Round Tables | 2 Gordon Tufted Couches  |
| 1 Studio Console Table                     | 2 Elaine Accent Chairs   |
| 5 Wall Pictures                            | 4 Grant Wing Back Chairs |
| 9 Folding Rectangle Tables                 | 6 Table Top Bar Stools   |
| 2 End Tables                               | 1 Broom                  |
| 2 Coffee Tables                            | 1 Dustpan                |
| 57 Folding Chairs                          | Window Treatment         |
| Tri-Mirrors above Bar                      | 2 Fire Extinguishers     |
| Bar & Stereo System                        | 1 – 15 Gallon Trashcan   |
| 70” TV                                     | Bookshelves              |
| Carpet                                     | 1 Console Remote         |
| 1 Vacuum                                   | 1 Mirror                 |
| Tile                                       |                          |

**NOTE:** Please be advised that the ENTIRE security deposit will be withheld if the party room and kitchen are not cleaned, the trash is not removed from the building and you are not ready to sign out by the end of your rental period when the mechanic arrives to sign you out. **THERE ARE NO EXCEPTIONS! BY INITIALING I UNDERSTAND THE ABOVE PARAGRAPH \_\_\_\_\_.**

\_\_\_\_\_  
LESSEE

\_\_\_\_\_  
DATE

**PARTY ROOM SIGN OUT**

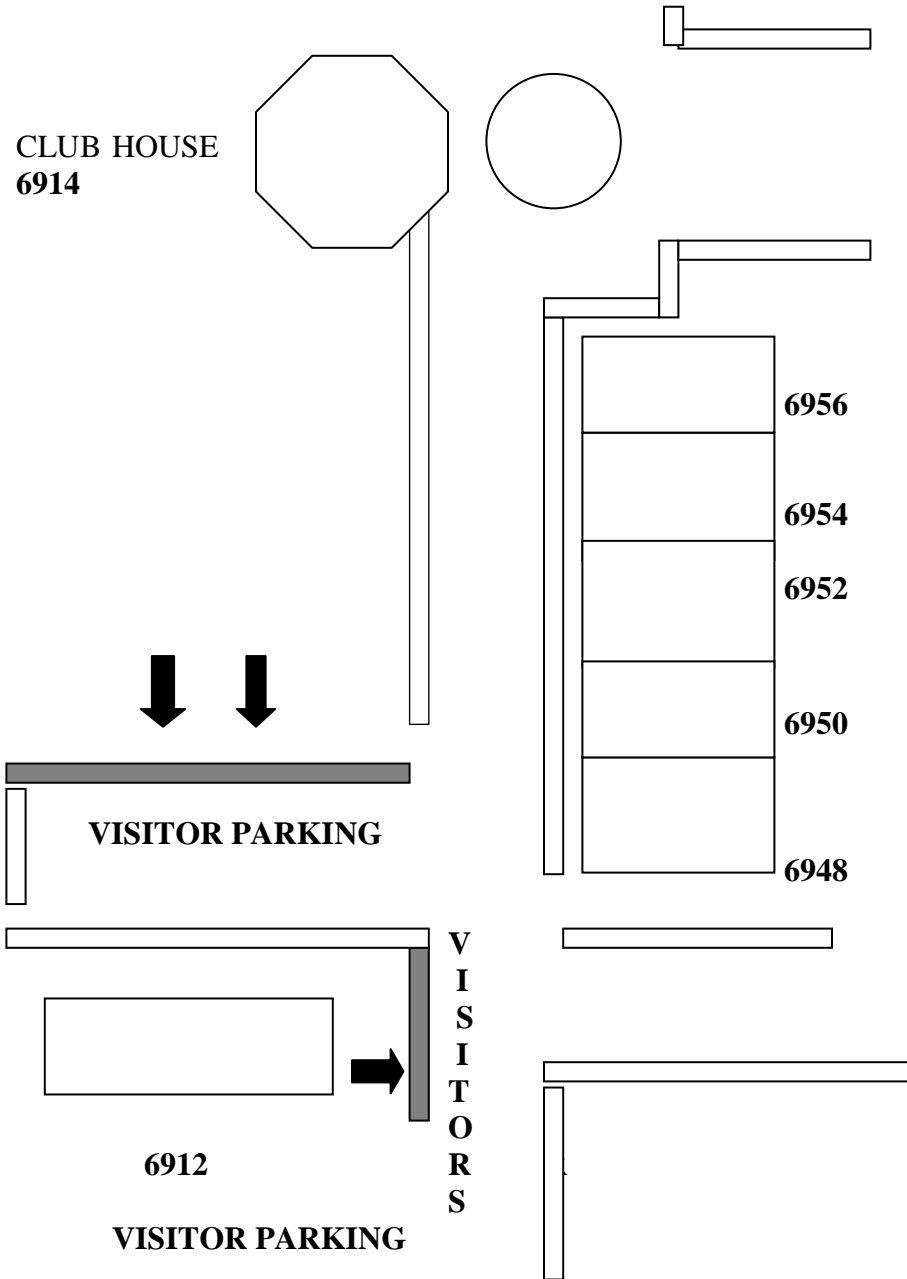
The following items appear to be undamaged and have been cleaned (wiped or vacuumed):

- |  |                          |
|--|--------------------------|
| 8 – 60” White Granite Folding Round Tables | 2 Gordon Tufted Couches  |
| 1 Studio Console Table                     | 2 Elaine Accent Chairs   |
| 5 Wall Pictures                            | 4 Grant Wing Back Chairs |
| 9 Folding Rectangle Tables                 | 6 Table Top Bar Stools   |
| 2 End Tables                               | 1 Broom                  |
| 2 Coffee Tables                            | 1 Dustpan                |
| 57 Folding Chairs                          | Window Treatment         |
| Tri-Mirrors above Bar                      | 2 Fire Extinguishers     |
| Bar & Stereo System                        | 1 – 15 Gallon Trashcan   |
| 70” TV                                     | Bookshelves              |
| Carpet                                     | 1 Console Remote         |
| 1 Vacuum                                   | 1 Mirror                 |
| Tile                                       |                          |



# ATTENTION

**PARTY ROOM ATTENDEES PLEASE PARK  
IN THE AREAS INDICATED BELOW**



**IMPROPERLY PARKED VEHICLES  
MAY BE TOWED WITHOUT NOTICE.**

**DO NOT PARK IN PERMIT REQUIRED SPACES**