

Queen's Landing
"The Chester Room" Event Form
Private Rental

Owner/Sponsors in good standing may request use of the Chester Room through the Queen's Landing Management Office for a Private Rental (family-oriented event, such as reception, bridal or baby shower, anniversary, birthday, reunion, etc.)

Please list the following information:

1. Nature of the event _____
2. How many people will attend? _____ (Fire regulations require specific numbers – maximum of 150 people)
3. The band or disc jockey's name and contact information _____
4. Date of event _____ Hours requested from: _____ to: _____

Basic fee includes 6 hours, ending at midnight. Additional hours can be reserved, prior to the event, at \$50/additional hour.

The Queen's Landing office staff will evaluate and approve the rental request. If approved the following rules will apply:

1. The event must not conflict with any other community-scheduled event.
2. The event must be contained to the inside of the Chester Room, not the pool or pool area, not the racquetball court, not the exercise room, not the Social Room.
3. The renter must provide all cleaning supplies, trash bags, and refreshments. The Chester Room supplies may not be used for private parties.
4. Alcoholic beverages may not be sold without a Queen Anne's County Permit to be provided by the renter in advance of the event.
5. The event organizer/unit owner must be present during the private rental event and is responsible for the behavior of the attendees and is potentially liable for all damages.
6. The event must end by 12 midnight. Cleanup and closing procedures must be completed by 1AM or 10AM the next morning.
7. Three (3) checks are required to rent the Chester Room. The first one in the amount of \$250 is a refundable deposit check which must be submitted with the application at least a month in advance of the event. That check will be held and not deposited unless there are damages to the Chester Room and/or clubhouse itself related to the event. The rental check in the amount of \$175 and another check in the amount of \$75 (for clean-up) must be given to the manager when the keys/fob to the room are given to the party renting the Chester Room. If the group cleans the Chester Room and leaves it in satisfactory condition, the \$75 check will be returned along with the initial \$250 deposit check. All checks are to be made payable to Queen's Landing CUO.

- a. Additional hours can be rented at \$50 per hour provided the hours do not exceed midnight.
- b. The deposit check of \$250 for any potential damages or infractions: The Clubhouse and the Chester Room will be inspected after the event. If it has been left in broom-cleaned condition and there are no damages, the entire deposit will be returned by the management company. If there are damages, the cost will be deducted from the \$250 amount. If damages exceed the deposit, the repairs will be contracted and billed to the Queen's Landing Owner/Sponsor.

- 8. Please note that the entire building is designated as NO SMOKING. (See Procedures Form)
- 9. The Queen's Landing Owner/Sponsor must sign the rental agreement.

I, the undersigned, have read the Chester Room Procedures Form and The Chester Room Private. Rental Event Form and agree to abide by them.

Queen's Landing Owner/Sponsor Signature:

Print Name and Unit Number

Phone Number

Signature _____ Date: _____

Event Organizer Signature: _____ Date: _____

The Chester Room Procedures Form

All Queen's Landing Association members are entitled to rent the Chester Room for community functions provided they are in good standing - up to date with all condo dues. Arrange with the on-site manager or assistant manager in the Clubhouse office to reserve a date for any event and obtain the keys/fob to open and close the Chester Room.

All events are to be overseen by the unit owner (or his/her representative) and/or event organizer.

Smoking: The entire building is designated NO SMOKING! This includes both decks. The only area allowing smoking is outside the main entrance with all cigarette butts placed in the provided container.

Cleanup: Each function must have a cleanup crew designated by the Event Organizer/unit owner. After an event, please follow the cleaning checklist below. It is the responsibility of the Event Organizer/unit owner to see that all areas are tidied before returning the access fob/key.

Decorations: There is to be no taping, nailing or stapling of decorations to the ceiling or any paneled or painted areas. Hooks are provided above each window to use for decorating the Chester Room. 3M Command strips are acceptable.

Checklists: Each item below must be completed and checked. Failure to do so may result in fees being withheld/additional fees.

Cleaning Checklist:

- Bar counter wiped clean
- All decorations taken down and removed from the room
- Tables folded, and chairs stacked as they were prior to event
- Kitchen area cleaned.
- Small appliances unplugged, emptied, and cleaned.
- Kitchen utensils washed and put away.
- Kitchen floor swept.
- Dance floor swept.
- Carpet vacuumed.
- Trash cans emptied, and bags sealed and carried to the designated association trash area.
- New trash bags placed in the trash cans.

- All food and drink removed.

Notations of problems or damages not on the Cleaning Checklist:

Closing Procedures:

- All windows closed and locked
- Both Chester Room doors to the decks closed and locked
- Lights and fans turned off
- Final check to assure all trash is outdoors in the designated areas
- Entrance door to the Chester Room closed and locked
- Entrance door to the Clubhouse closed
- Keys/fobs returned to the Management Office

Time exiting the building _____ If after 1AM, an automatic \$75 charge will be assessed.

Unit owner/event organizer initials _____

We have worked hard to improve our Clubhouse. It takes the cooperation of all to keep it looking nice and clean. Thank you for your cooperation.