

**HUDSON VIEW COMMUNITY ASSOCIATION**

*c/o Westchester Property Management Group, Inc.  
520 White Plains Road Suite 450  
Tarrytown, New York 10592  
Phone 914 686-9500/fax 914 686-3391*

**GREAT ROOM RENTAL FORM**

Please be advised that the Great Room has been rented pursuant to the attached guidelines and information submitted by the Unit Owner. Upon completion of the social event, Unit Owner will physically examine the premises to insure all has been cleaned properly and no damage has been incurred.

When returning the completed rental form makes sure to include a signed copy of the Clubhouse Rules.

Please note that there are only allowed to be two (2) guest cars parked at Hudson View at any single time. Therefore it is the responsibility of the Great Room Renter to contact the Ossining Police Department non-emergency number (941-4099) to arrange for on street parking.

**Rental Fees: \$200.00** for all parties and a **\$300.00 security deposit**, which will be refunded upon satisfactory inspection of the facility. All fees are to be paid in advance. PLEASE ISSUE TWO CHECKS, ONE FOR THE RENTAL FEE AND ONE FOR THE SECURITY DEPOSIT. BOTH CHECKS SHOULD BE PAYABLE TO HUDSON VIEW COMMUNITY ASSOCIATION.

Name: \_\_\_\_\_ Unit Number: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Rental Date: \_\_\_\_\_

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

Purpose of Rental: \_\_\_\_\_

Approximate Number of Guests: \_\_\_\_\_

Acknowledgement: \_\_\_\_\_  
Unit Owner Signature Date

-----  
This section to be completed by Managing Agent

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

Deposit Received: \_\_\_\_\_ Check Number: \_\_\_\_\_

Rental Fee: \_\_\_\_\_ Check Number: \_\_\_\_\_

Agent's Acknowledgement: \_\_\_\_\_

## HUDSON VIEW COMMUNITY ASSOCIATION

### \*\*MANAGEMENT'S COPY\*\*

## CLUBHOUSE RULES AND REGULATIONS

1. Applicant agrees to comply with the rules and regulations set forth by the Board of Directors.
2. A limit of one (1) function per day, on a first come first serve basis. Functions cannot be held on such times as the Great Room is used for Board business, the third Thursday of every month and any additional special meetings.
3. The maximum number of guests may never exceed seventy-five (75) people.
4. Applicant shall not use these premises for any unlawful purpose and shall not act nor permit guests to act in such a way to unreasonably interfere with the rights, comforts or conveniences of other residents.
5. **This agreement is limited to the confines of the Great Room (including access to the kitchen and rest rooms) only. The Pool and the Fitness Center are not part of this rental agreement.** Use of either by party guests risks your security deposit not being returned.
6. Applicant agrees to clean up the Great Room, kitchen and rest rooms and to remove all personal property immediately after the gathering; such as dishes, food, bottles, paper, decorations and trash of any description. Any extraordinary clean-up costs will be incurred by the applicant. All chairs, tables and other such items belonging to the Association shall be cleaned and put back in their respective places.
7. The resident renting the Great Room is to inform the Managing Agent within 24 hours of the party/event if there is any damage to the clubhouse during the party/event. The payment of any repairs and/or cleaning fees will be charged to the resident renting the facility
8. There is no smoking of any kind permitted in the Clubhouse.
9. The Clubhouse is for the use of unit owners and their guests, only if accompanied by a unit owner.
10. Persons under the age of eighteen (18) years of age are not permitted to use the Clubhouse unless personally supervised by a unit owner at all times.
11. A refundable deposit of \$300.00 must be included with the rental form.

12. If any unit owner renter or guest causes any damage to the Clubhouse or Association property, the unit owner will be held financially responsible for the same.
13. Parking on the property is limited to two (2) guests; all other visitors must park off premises. Any vehicles parked illegally will be towed at the vehicle owner's expense. In order to avoid any problems, be sure to advise your guests of this rule in advance.
14. Applicant agrees to indemnify and hold Hudson View Community Association, its directors, officers and agents harmless against all claims and demands for loss or damage, including property damage, personal injury, and wrongful death arising out of or in connection with the use or occupancy of the Clubhouse by applicant and/or applicant's guests. Applicant will reimburse Hudson View Community Association for its costs and expenses including reasonable attorneys fees incurred in connection with the defense of such claims.

I HEREBY ACKNOWLEDGE THAT I HAVE READ AND UNDERSTAND THE RULES AND REGULATIONS LISTED ABOVE REGARDING THE RENTAL AND USE OF THE CLUBHOUSE, AND AGREE TO ABIDE BY THEM.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Unit Number: \_\_\_\_\_

Phone Number: \_\_\_\_\_

## HUDSON VIEW COMMUNITY ASSOCIATION

**\*\*RENTER'S COPY \*\***

### CLUBHOUSE RULES AND REGULATIONS

1. Applicant agrees to comply with the rules and regulations set forth by the Board of Directors.
2. A limit of one (1) function per day, on a first come first serve basis. Functions cannot be held on such times as the Great Room is used for Board business, the third Thursday of every month and any additional special meetings.
3. The maximum number of guests may never exceed seventy-five (75) people.
4. Applicant shall not use these premises for any unlawful purpose and shall not act nor permit guests to act in such a way to unreasonably interfere with the rights, comforts or conveniences of other residents.
5. **This agreement is limited to the confines of the Great Room, kitchen and rest rooms only. The Pool and the Fitness Room is not part of this rental agreement.** Use of either by party guests risks your security deposit not being returned.
6. Applicant agrees to clean up the Great Room, kitchen and rest room facilities and to remove all personal property immediately after the gathering; such as dishes, food, bottles, paper, decorations and trash of any description. Any extraordinary clean-up costs will be incurred by the applicant. All chairs, tables and other such items belonging to the Association shall be cleaned and put back in their respective places.
7. The resident renting the Great Room is to inform the Managing Agent within 24 hours of the party/event if there is any damage to the clubhouse during the party/event. The payment of any repairs and/or cleaning fees will be charged to the resident renting the facility
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14. Applicant agrees to indemnify and hold Hudson View Community Association, its directors, officers and agents harmless against all claims and demands for loss or damage, including property damage, personal injury, and wrongful death arising out of or in connection with the use or occupancy of the Clubhouse by applicant and/or applicant's guests. Applicant will reimburse Hudson View Community Association for its costs and expenses including reasonable attorneys fees incurred in connection with the defense of such claims.

I HEREBY ACKNOWLEDGE THAT I HAVE READ AND UNDERSTAND THE RULES AND REGULATIONS LISTED ABOVE REGARDING THE RENTAL AND USE OF THE CLUBHOUSE, AND AGREE TO ABIDE BY THEM.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Unit Number: \_\_\_\_\_

Phone Number: \_\_\_\_\_

## **HUDSON VIEW COMMUNITY ASSOCIATION**

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*Tarrytown, New York 10591*

*Phone 914 686-9500/fax 914 686-3391*

### **CLUBHOUSE RENTAL PRE/POST EVENT RESPONSIBILITIES**

Please be advised that the Clubhouse has been rented to you for this coming weekend pursuant to the published guidelines and information you submitted on the application.

#### **Pre-Event Responsibilities**

You are expected to check the clubhouse 48 hours in advance of the event to check the facility to make sure everything is in order. If using the kitchen, please check appliances to see that they are in working order. Check the bathrooms and main room for any lighting issues. Check to make sure the HVAC system seems to be working properly.

Enclosed is a key to give you access to the storage room in the lower level so you can access tables and chairs as needed.

\*Please note the facility will be cleaned by our cleaning company and both bathrooms restocked with paper products approximately 12-24 hours in advance of your event.

#### **Post-event Responsibilities**

Upon completion of your event, please follow the instructions on the enclosed Clean-up Checklist and complete/sign the form.

Please return all tables and chairs to the storage room, lock the room and leave the key in this envelope (along with the completed checklist) in the kitchen drawer next to the refrigerator.

If you have any questions or need any assistance regarding your scheduled event, please contact Ron Joy at 914.686.9500, ext. 27, or email him at [rjoy@wpmginc.com](mailto:rjoy@wpmginc.com)

If you need assistance after normal business hours, please contact our emergency service at 914.742.2874 and they will contact me.

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CLUBHOUSE CLEANUP CHECKLIST

After using the Clubhouse, the Unit Owner must complete this form and return it to the Managing Agent. The Managing Agent will inspect the Clubhouse for cleanliness and damage and will return the Owner's deposit check if everything is in satisfactory condition. The resident renting the Great Room is to inform the Managing Agent within 24 hours of the party/event if there is any damage to the clubhouse during the party/event. The payment of any repairs and/or cleaning fees will be charged to the resident renting the facility

THIS FORM MUST BE COMPLETED AND RETURNED TO THE MANAGING AGENT IN ORDER TO RECEIVE YOUR DEPOSIT BACK.

- All furniture has been returned to the original set up.
Table tops and chairs are clean and free of damage.
Floor is free of debris and has been vacuumed.
Bathroom floors and fixtures are clean and undamaged.
Kitchen and appliances are cleaned (if used).
All garbage has been removed and PLACED IN THE DUMPSTER.
Close all windows, turn out lights and lock all doors.

I (we) certify that the Clubhouse has been left in good order and that the checklist items have been completed.

Unit Owner's Signature Date

This section to be completed by Managing Agent

I certify that the above mentioned meets the Pool and Clubhouse Committee standards.

Authorized Signature: Date:

Security Deposit check returned: Yes: No:

If "NO", reason(s) and estimate of additional charge to Owner: