

CROSS KEYS MAINTENANCE CORPORATION

VILLAGE CLUB RULES AND REGULATIONS-ADDENDUM A

1. Only a resident of the Village of Cross Keys may enter into a contract with the Cross Keys Maintenance Corporation for the use of the Clubhouse. A resident must sign the Contract and must be present throughout the function.
2. No more than 100 people may attend any function. If more than 100 people are in attendance, the resident will be required to restore the attendance to the permitted maximum. If the resident fails to do so, the Clubhouse Manager may terminate the function without any further notice. As part of the Contract, parking service must be supplied (either Valet or Directed Parking as described in the Private Party License Agreement.) Clubhouse guests may not park on Bouton Green, Olmsted Green or on the Harper House visitor parking lot, in the fire lanes, or in any private residential area in the Village. Failure to comply may result in those vehicles being towed away at the owner's expense and forfeiture of Security Deposit.
3. The Clubhouse cannot be rented from May 1-September 15 without approval.
4. Liquor and other supplies may be delivered before a function and stored at the Resident's risk. All deliveries must be scheduled with the Clubhouse Manager. The Resident who signs the contract must be present at the time of delivery. Cross Keys Maintenance Corporation or the management company takes no responsibility for such supplies.
5. Changes in the placement of the furniture may be made only after consultation with the Clubhouse Manager and on the understanding that the rooms will be restored to their normal appearance immediately after the party. Cross Keys Maintenance Corporation or the management company does not supply anyone to help with the moving of furniture.
6. No alterations may be made in the lighting. The office telephone can only be used in emergency situations.
7. No confetti or glitter on the floor or tables and/or as favors in bags. All food, tableware, decorations, liquor and equipment must be removed at the end of a function from the Clubhouse and outside Clubhouse property.
8. Ice must be handled in leak-proof containers to avoid damage to the floors and carpet. Bar set-up must also have protective covering on the floor or carpet of the bar area. The kitchen must be left clean. Trash must be bagged and left in the trash room on the lower level.
9. All functions must end at 10:00 pm with clean up finished by 11:00 pm. If there is music, doors must be kept closed after 8:00 pm.

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10. Use of the Clubhouse does not include pool privileges for guests.
11. The Resident or Residents' caterer must wait for the building to be secured and the lights put out before leaving the premises.
12. All damage to the Clubhouse or its contents must be paid for by the resident at a price determined by management. The Resident is responsible for the loss of, or damage to, any furniture or equipment in the Clubhouse.
13. No smoking is allowed in the Clubhouse or from the Clubhouse decks.
14. No candles are allowed.
15. All helium balloons are to be tied down so that they cannot float to the ceiling.

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**CATERING STAFF AND/OR FUNCTION HOLDER:**

Please leave the building and rooms as you found them. Before leaving, you are expected to do the necessary clean-up of the Clubhouse.

**Kitchen Equipment:** All kitchen equipment and contents of cupboards and drawers are the property of the Village Clubhouse and may not be used without permission from management.

**Food:** Remove all food from the refrigerator, oven, and the premises.

**Oven:** If using the oven, make sure the fan is on and leave the oven and broiler clean.

**Carpet:** Vacuum the carpet in all the rooms.

**Trash:** All trash bags must be doubled and put in the trash room located outside of the back door on the lower level. Please be sure that the bags do not leak on the stairs and carpet and close the trash room door securely.

**Kitchen Floor:** The floor has to be cleaned with a wet mop to make certain that there are no spills or stains.

**Furniture:** Replace all pieces of furniture to their proper place and remove all decorations and take them with you.

**Rental Equipment:** All rental equipment must be removed at the end of the function.

**Lock-Up Time:** 11:00.

Thank you for your attention and consideration.

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