



**ORONOQUE VILLAGE CONDOMINIUM ASSOCIATION, INC.**  
 600 North Trail, Stratford, CT 06614  
 (203) 377-5313 / Fax: (203) 380-6156

Date Received by Office: \_\_\_\_\_

Date Entered into Calendar: \_\_\_\_\_

**ORONOQUE VILLAGE COMMUNITY HOUSES  
RESIDENT PRIVATE PARTY AGREEMENT**

Resident Name \_\_\_\_\_ Phone \_\_\_\_\_ Address \_\_\_\_\_

**EVENT:** Date of Event \_\_\_\_\_ Start Time of Event \_\_\_\_\_ End Time \_\_\_\_\_ Setup Time \_\_\_\_\_

Type of Event \_\_\_\_\_ Number of Guests \_\_\_\_\_

Caterer's Name \_\_\_\_\_ License# \_\_\_\_\_ Phone \_\_\_\_\_

**COMMUNITY HOUSE & ROOM(S) DESIRED:**

North Clubhouse \_\_\_\_\_ South Clubhouse \_\_\_\_\_

Ballroom \_\_\_\_\_ Lounge \_\_\_\_\_ Kitchen \_\_\_\_\_ Front Card Room \_\_\_\_\_ Back Card Room \_\_\_\_\_

**RESPONSIBILITIES OF RESIDENT:**

- Resident named above **MUST** be in attendance during the event.
- Events must end no later than 10:00PM.
- Attached floor plan must be clearly marked, showing the placement of tables, chairs, and equipment.
- Children **MUST** be supervised and remain in the party area(s).
- **Pool areas are not part of the rental agreement.**

**FEES:**

1. Usage Fee Charges, based on number of people in attendance, is levied as follows:
 

Up to 35	individuals:	\$2.50 per person for every guest
36-50	individuals:	\$3.50 per person for every guest
51-75	individuals:	\$4.00 per person for every guest
76 +	individuals:	\$5.00 per person for every guest

2. **Be aware that the number of chairs that the Attendants set up will be the number of guest charged. (example: 60 chairs request = 60 individuals fee scale)**

**Refundable Security Deposit of \$500.00 is due with completed application. Any damages above "normal" usage will be assessed upon completion of the event prior to returning Security Deposit. Attendants are required to inspect the premises prior to the function as evidence of the condition of the facility at the time of event.**

**If attendants are required to stay past 11:00 p.m. (normal attendant hours) to clean/break down an event, an hourly rate of \$75.00 per man-hour fee will be retained from the deposit to cover overtime pay.**

**CANCELLATION Within 30 days of scheduled date, OVCA will retain 25% of security deposit.**

I/We agree to abide by the Guidelines for Private Parties of the Community Center Rules, the Fire Rules, and the Cancellation Policy as approved by the OVCA Board of Directors, which we have received and understand.

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

Please turn over for room setup and needed equipment

# Please provide the equipment and layout needed for the party

## Equipment:

- Microphones Needed: \_\_\_\_\_
- Podium  Projector  Projector Screen  T.V.  Fireplace
- Audio System  Coffee Pot  Hot Water Pot
- Easel (3 total) Needed: \_\_\_\_\_

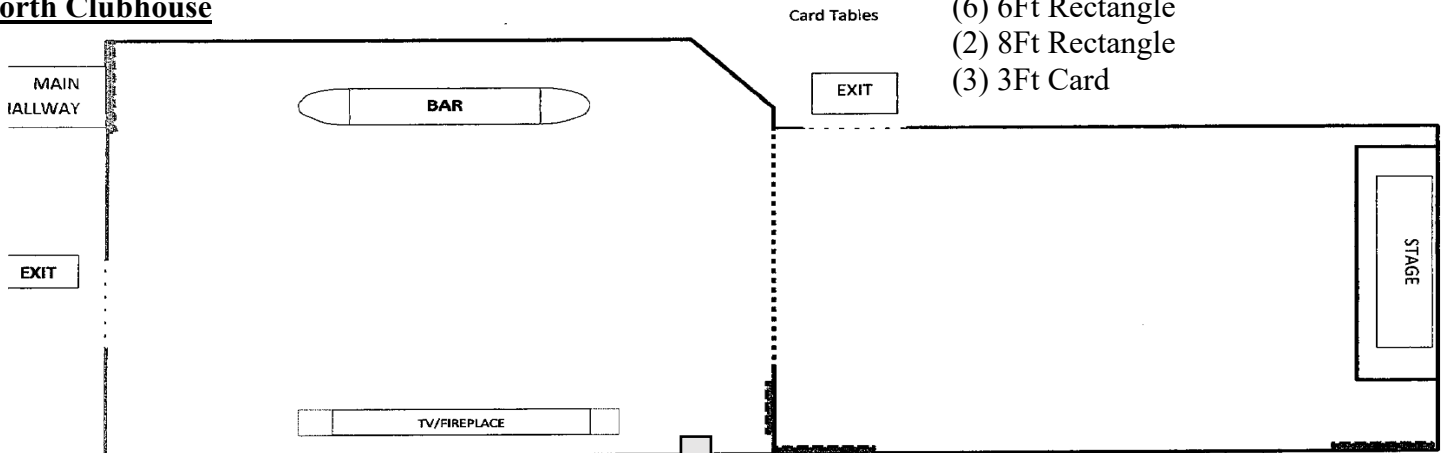
## Setup:

How many tables: \_\_\_\_\_ How many chairs per table: \_\_\_\_\_

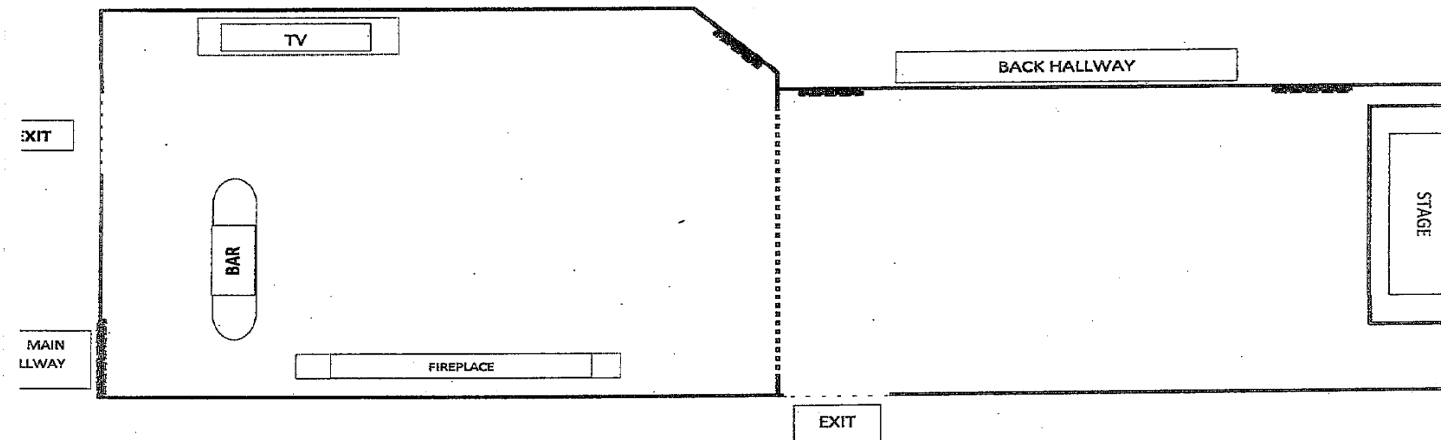
## Available Tables Per Building:

- (15) 5Ft Rounds
- (6) 6Ft Rectangle
- (2) 8Ft Rectangle
- (3) 3Ft Card

### North Clubhouse



### South Clubhouse



## Additional Information:

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# Oronoque Village

## GUIDELINES FOR CLUBHOUSE PRIVATE PARTIES

1. Clubhouse rules apply to all private parties. Refer to OVCA Rules and Regulations pg. 17.
2. Private parties may be held on Saturdays and Sundays only when the Clubhouses are open, subject to calendar availability and approval of the House Committee. The party and guests may not extend beyond 10:00 PM.
3. Interested residents must submit to the Business Office the private party request form with a check made out to OVCA for the refundable deposit. The House Committee or Executive Director may then be consulted should there be policy issues relating to the request.
4. **The following areas of the Clubhouse are not permitted for use during private events: the boardroom, library, billiards room, arts & crafts room, and gym. Only specific areas designated in the signed rental agreement may be utilized.**
5. Pool areas are prohibited and are *NOT* to be utilized for private events.
6. Resident assumes responsibility for the conduct of guests and any damages done, per signed agreement. Lit candles are not permitted, nor are tape, nails and thumbtacks. "Damage Free Strips" may be used to attach decorations to the wall. Confetti is not allowed on tables or floor.
7. Buffet serving tables must be placed on tile or wood floors only.
8. Furniture may only be moved or rearranged by the Building Attendant.
9. Resident assumes responsibility to ensure that caterer cleans up thoroughly, making sure that the kitchen and rented areas are left as clean as they were initially found. No soiled dishes, pots, pans or tableware are to be left. Caterer must also take with him/her all trash. All other materials, if any, belonging to caterer must be removed within 24 hours.
10. If parking lots are filled, overflow parking must NOT obstruct resident driveways, walkways or mailboxes.
11. Thirty (30) minutes prior and one (1) hour after the **start** time of the event – the access control for the NCB front entrance or the SCB front and rear entrance, will be turned off to accommodate non-resident guests so they may have uninterrupted access. Once the ninety (90) minute timeframe has expired, the access control will automatically turn back on. The resident host is responsible for providing access for "set-ups" including caterers and guests who need to re-enter.

### SCHEDULING PROCEDURES:

1. Residents are asked to check the Oronoque Village website for available dates on the OV calendar where the party agreement can be obtained. Forms are also available at the Business Office.
2. Application must be completed and returned to the Business Office, together with a check covering the security deposit. At that time the date will be held if it is available. Applications are subject then to be approved, disapproved or submitted to the House Committee for further consideration and disposition. A copy of the application will be returned to the party host if it is approved.
3. No less than two weeks before the event, Resident is responsible for submitting the room setup along with a check for the per person usage fee.
4. An OVCA attendant will complete a post party report at the end of the party which the host will sign. Once the Business office receives the post party report the security deposit will be returned to the applicant, if all is in good order. If not, it will be used to cover any damages and/or extra cleanup.

### NOTE:

The Business Office will not act as a coordinator between the party host and the caterer, or any other contractor the host may employ, nor will the Office Staff be responsible for the planning or the set-up of tables and chairs. Setup of the room will be done by the building attendant according to the submitted floor plan for the room.

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Signature of Event Host

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Date



**ORONOQUE VILLAGE CONDOMINIUM ASSOCIATION, INC**

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Stratford, CT 06614  
Phone: 203-377-5313  
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## **ORONOQUE VILLAGE CLUBHOUSE INDEMNIFICATION AND DAMAGES POLICY**

**INDEMNIFICATION:** User agrees that Oronoque Village Condominium Association, Inc. (OVCA), its Officers, Directors, Agents, or Employees shall not be liable to the user of our facility for any and all claims, actions, proceedings, damages, costs, or expenses, including, but not limited to, reasonable attorney's fees both at trial and on appeal, in whole or in part, directly or indirectly arising out of:

- The negligent acts or omissions of any participant in the Event, or that of anyone employed by the user for whose acts it may be liable.
- A breach of any covenant, representation or warranty contained herein. User shall at all times indemnify and hold OVCA harmless from or on account of injury to persons or any loss of or damage to property caused by any casualty or accident not caused through the negligence of OVCA.

**DAMAGE:** User is responsible for any and all destruction or defacement of OVCA property, and shall reimburse OVCA for any charges that are incurred as a result of this event. If deemed necessary by OVCA prior to the event, an outside security firm may be contracted at the Customer's expense to ensure the safety of the guests and property.

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Signature of Event Host

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Date



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**FIRE PREVENTION BUREAU  
FIRE DEPARTMENT  
STRATFORD, CONNECTICUT**

***IN CASE OF FIRE, CALL 911***

**RULES FOR PLACES OF ASSEMBLY**

1. All exits must be kept clear.
2. Exit signs, lights and directional arrows must be clearly visible.
3. Persons must note the location of fire extinguishers and be acquainted with their use.
4. All decorative and acoustical materials including curtains, drapes, cloth and cotton batting, straw vines, leaves, trees, moss, evergreens, branches, wreaths, sprays, streamers, etc. must be flame resistant.
5. All paper/plastic tablecloths and other disposables must be flame resistant.
6. All Holiday decorations must be flame-resistant.
7. All lighting or electrical equipment used must meet the standards of the nationally recognized testing laboratory (Underwriter Laboratory) and must be installed in accordance with the National Electrical Code (current edition).
- 8. There must be no lighted candles.**
9. In case of fire, smoke or the sounding of the fire alarm, the premises must be vacated immediately and the Fire Department called (911).

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Signature of Event Host

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Date

(Revised 2016)