

# BRYANT WOODS CLUBHOUSE RESERVATIONS

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

OWNER ADDRESS: \_\_\_\_\_

**RE: Clubhouse Reservation**

Dear Unit Owner:

If you are interested in reserving the clubhouse please check with the management company to ensure the date requested is available. Please read over the Bryant Woods Function Room Reservation Agreement, Addendum I and Addendum II to make sure you understand all the rules and regulations in full, then sign and return the forms to:

Harvard Management Solutions Inc  
Three Beechwood Drive  
Haverhill MA 01832  
ATTN: Melissa Silvio

You should print a copy for your records.

Please remember to send in two (2) separate checks made out to **BRYANT WOODS** for the reservation fee and security deposit, which will confirm the reservation I have penciled in. Your security deposit will be returned to you once a satisfactory inspection of the clubhouse has been completed.

**Please be aware that significant upgrades to the function room and kitchen have been made in recent years. These include new kitchen cabinets, new counter tops, a new stove, and new carpeting. We trust that you will be responsible for using these items with the utmost care.**

**At the time of your rental please review the manual that is on the kitchen counter for additional information.**

If you need to make any changes or cancellations, please call 978-469-0322.

Sincerely,

Melissa Silvio  
Assistant Property Manager  
Harvard Management Solutions, Inc

Cc: Clubhouse File  
Board of Directors

# **Bryant Woods Club House Function Room Reservation Agreement**

**Unit Owner Name:** \_\_\_\_\_ **Address** \_\_\_\_\_  
**Phone #:** \_\_\_\_\_ **Date :** \_\_\_\_\_ **Time of Function:** \_\_\_\_\_

The undersigned, being a **Unit Owner** at Bryant Woods, hereby agrees to the following rules and regulations regarding the reservation of the aforementioned premises.

This Reservation Agreement pertains only to the **Function Room** and does not pertain to any other amenities associated with the Clubhouse building or grounds. For reservations from **May 15<sup>th</sup>. through September 15, inclusive, the function shall begin not earlier than 6:00 P.M. on the day of the reservation.**

The purpose of this reservation is for PRIVATE use only by the Undersigned and their invited guests and is not to be used for the purposes of soliciting products and /or services for profits either material or monetary. Unit Owner reserving the clubhouse must be present at the entire time of the reservation. NO function involving invitation to the general public be they for profit or non-profit shall be conducted utilizing the function room under the terms of this agreement. **This Reservation DOES NOT INCLUDE USE OF THE POOL. NOTE:** Kitchen items, i.e. coffee makers, paper cups, plates, napkins, and etc. are not included as part of this reservation agreement.

**Reservation Agreement Violations will result in action taken against the unit owner.**

**The Board of Directors has at their discretion the right to require that a Police Officer be present during the duration of the function reservation period.**

A Reservation Fee of \$ **100.00** and a security deposit of \$ **200.00** are required in the form of two separate checks drawn on the unit owner's account, both of which shall be made payable to the Bryant Woods Condominium Association. Harvard Management must receive these checks, along with the signed copy of this agreement at least 2 weeks prior to the requested date of the reservation otherwise the requested reservation date will be canceled and made available to any other interested resident and a \$25.00 cancellation charge will be assessed to the unit owner.

It is required that the function room, facilities, and equipment be left clean and undamaged immediately following the function. All trash is to be removed from the Function Room immediately following the event. Trash bags are to be placed in the trash receptacle located outside of the clubhouse, and the trash receptacles located outside the clubhouse and the trash receptacles are to be locked after use. Failure to remove trash from the said premises will result in the revocation of the Security Deposit. Keys to the trash receptacle will be included with the keys to the Clubhouse. The undersigned agrees to be held responsible for any actions and for damages caused by their guests and shall be financially responsible to the Association for the same including any additional cleaning expenses. If in the judgment of the Management Company these conditions have been met, the \$ 200.00 Security Deposit will be returned to the undersigned party.

The Undersigned is hereby notified that in accordance with the Condominium Association rules, the function room is considered a **NO SMOKING** facility and should abide by this policy

The undersigned is provided with a checklist at the time the keys are picked up at the Harvard Mgt. Office at Three Beechwood Drive in Haverhill, Ma. The keys may be picked up no earlier than two days prior to the function. The keys must be returned within 24 hours after the function date. – The keys are to be dropped in the mail slot outside of the Board of Director's Office on the lower level of the Club House.

The undersigned also agrees to review the checklist prior to the function and complete and sign the checklist at the conclusion of the function. **The checklist should be left in the office mail slot on the lower level of the clubhouse.**

The undersigned acknowledges that the date of the reservation will be advertised for the benefit of the other residents who may wish to plan a function. The date only will be advertised, not the name of the party or the purpose of the reservation.

**The unit owner hereby agrees to the above rules and regulations concerning the reservation of the Clubhouse Function Room. It is also understood that any violation of the rules and regulations constitutes the right of the Bryant Woods Condominium Association to retain the \$ 200.00 security deposit, and to revoke the undersigned's privilege of reserving the function Room in the future.**

**THERE WILL BE NO EXCEPTIONS TO THESE RULES**

This agreement was reviewed with a Harvard Management Solutions, Inc. - Representative

**Unit owner signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

***Bryant Woods Condominium Association  
Atkinson, New Hampshire 03811***

**FUNCTION ROOM  
RESERVATION AGREEMENT**

**ADDENDUM - I**

I \_\_\_\_\_ agree to pay any and all fines generated by any violation of the Rules and Regulations regarding the parking of vehicles on the driveways and grass areas of the Club House during the rental period that I am responsible for. Failure to satisfy these fines will constitute the forfeiture of such rentals in the future. Said time frame of forfeiture to be determined by the Board of Directors in existence at the time of the violation(s). A minimum of one year will be mandatory. Additional time will be at the discretion of the Board.

**Parking is allowed ONLY in the Club House Parking Lot.**

The renter is responsible for the actions of their guests regarding the violations set forth in the Rental Agreement document and this addendum.

**Note:**

The parking violations will be noted as, parking on the driveway pavement, parking on the driveway leading to the Kitchen entrance and the area there after extending to the garden and field areas.

I have read and understand the above statements.

This agreement is accepted on this \_\_\_\_\_ day  
of \_\_\_\_\_, 2012

Unit Owner (Renter): \_\_\_\_\_

Harvard Management Solutions, Inc.

Agent: \_\_\_\_\_

This document may be changed without notice, at any time, by a majority vote of the Board of Directors.

Approved by the Board of Directors on the 9<sup>th</sup> day of June, 2005

***Bryant Woods Condominium Association  
Atkinson, New Hampshire 03811***

**CLUB HOUSE FUNCTION ROOM  
RESERVATION AGREEMENT**

**ADDENDUM – I I**

I \_\_\_\_\_ agree to forfeit my deposit (\$200.00) if the Rules and Regulations or the Bryant Woods Club House Function Room Reservation Agreement is violated.

I further agree that (Violations of the Rules and Regulations or the Bryant Woods Club House Function Room Reservation Agreement) I will forfeit all Club House privileges for a period of time to be determined by the Board of Directors.

**NO function involving invitation to the general public be they for profit or non-profit shall be conducted utilizing the function room under the terms of this agreement.**

**This Reservation DOES NOT INCLUDE USE OF THE POOL**

Reservation Agreement Violations will result in action taken against the unit owner.

**Purpose of function:**

\_\_\_\_\_

I have read and understand the above statements.

This agreement is accepted on this \_\_\_\_\_ day of \_\_\_\_\_, in the year 2012

Unit Owner Signature: \_\_\_\_\_

Harvard Management Solutions, Inc  
Agent: \_\_\_\_\_

This document may be changed without notice, at any time, by a majority vote of the Board of Directors.

Approved by the Board of Directors on the 19th. day of January in the year 2007.