

NORMANDY ESTATES

FACILITY RENTAL DETAILS & REGULATIONS

Vendors and Deliveries – Renter is responsible for all correspondence/contact with vendors and caterers hired for your function. Pick-ups should be on the same day of your event as we often have rentals back to back. Storage is not available.

Clubroom Furnishings – Clubroom furnishings, fixtures, window treatments, accessories, wall art, rugs, appliances, etc. are the property of NEMRD and shall not be removed from the facility for any reason. Interior furnishings are not suitable for outdoor use and Renter shall be assessed charges for damage. Furnishings may be carefully moved to the sides of the clubroom to accommodate banquet tables and activities requiring open floor space. All furnishings so moved shall be returned to their original location at the termination of the event. Renter shall have access to 2 banquet tables, 4 card tables, 12 folding chairs, and 8 stacking chairs.

Decorations – Decorations must be approved before they are used. All decorations must be taken down and properly disposed of immediately after the event. **Difficult to clean materials such as candles, rice, birdseed, confetti, glitter, potpourri, feathers and flower petals are not allowed.**

Smoke, bubble and fog machines are not allowed inside the building.

Set Up and Tear Down – Renters are responsible for their own set-up and teardown of tables, chairs, etc. Banquet tables and folding chairs must be returned to the storage closet in an orderly fashion. Please make sure you have enough time in your rental to accommodate, at least 30-40 minutes for a simple event, more time is needed for larger parties.

Music and Dancing – Amplification may be used. The sound level must remain acceptable for a residential neighborhood, and may not exceed the County ordinance of Jefferson County. Music may be played outside but must stay within the noise level allowed by the County ordinance. If music is played loud enough to cause a disturbance, the rental party will be asked to turn the music off and may risk being ticketed by the Sheriff's department.

Smoking – Smoking is prohibited within the NEMRD clubhouse and pool grounds. Smoking material left on NEMRD grounds will result in a clean-up fee.

Alcohol – Alcohol may be served during your event and only in the areas you have rented. It is required that your bar be continuously supervised by an adult over the age of 21. The sale of alcohol is prohibited. No liquor, including 3.2% beer, shall be served on the premises to an individual under the age of 21. Please keep kegs in a leak proof container outside on the patio or grass areas. Kegs are NOT allowed in the clubhouse at any time. Cleaning of spillage is the Renter's responsibility. Glass containers are not allowed outside of the building.

Clean up and Damages – The Renter is required to place all trash in trash bags, properly dispose of it in the dumpster, vacuum, sweep, wipe up any spills, take down all decorations, and remove all items brought to the NEMRD property for the event. Failure to do so will result in a clean-up fee. Any furniture

from the NEMRD clubhouse storage closet must be placed back in storage in an orderly fashion. Any damages, (interior/exterior), are the Renters responsibility, including deliveries and pick-ups. Additional fees may be assessed for damages. Before and after the event, a NEMRD board member will inspect the facility with the Renter for any damages. The NEMRD clubhouse must be vacated by 10:00 pm (unless otherwise stated in the "**Facility Rental Agreement**" contract). The entire facility shall be left clean and orderly.

Cancellation Policy – A \$100 cancellation fee will be assessed for any cancellation of a pool or clubhouse rental within 7 calendar days of the event.

Parking – Parking is available on a first-come, first-serve basis. Parking is limited during the busy summer months. Encourage guests to car pool to your event. We are not responsible for any damages or theft from cars in the parking lot. NEMRD's parking lot is private and cars left unattended will be towed without notice.

Reservations – Reservations can be made up to **three** months in advance. The refundable damage deposit must be paid in full by the renter at the time of the reservation. The rental balance is due in full on the day of the event. The reserving party must sign the rental agreement contract and **be present the entire time of the function**. They will be the sole contact person for the NEMRD Board before, during and after the event. The contract is very detailed and it is recommended that you read it thoroughly before signing. The host Renter will also receive a copy of the signed contract upon booking the reservation.

Reservation time includes set-up and clean-up times. Be sure to plan for enough set-up/clean-up time and coordinate with caterers, party planners, etc. to accommodate their requirements. All equipment, kitchenware and rented items must be removed from the facility at the time of clean up. All events must be over by 10:00 pm including clean up, unless otherwise agreed and stated in the contract.

Rental of the clubroom **does not** include the use of the outdoor pool by renter or guests, unless specifically stated in the [Facility Rental Agreement](#) contract. Please make arrangements with the NEMRD Representative in advance if you wish to use the pool. NEMRD reserves the right to deny use of the pool and any other facilities to; persons under the influence of drugs or alcohol, overcrowding, excessive noise, unruly behavior, failure to comply with NEMRD regulations as stated herein, inclement weather or other condition which may compromise the safe operation and security of NEMRD property.

Rental Areas:

Clubhouse

The clubhouse is available year-round and includes the use of the attached kitchen (kitchen includes counter space, island, sink, refrigerator, and microwave—NO stove top or oven), fireplace, east pavilion, gas grill and firepit. The room accommodates up to 56 people maximum (non-seated event). Please be sure to turn off the gas to the fireplace, grill and firepit when leaving.

Pavilions

During the summer when the pool is open for business, the pavilions may be reserved for exclusive use. The East Pavilion has four 6 ft picnic tables. One picnic table is handicap accessible. The adjoining patio area has four round tables, each w/ 4 chairs. This patio area has a natural gas grill and fire pit. **THE GAS MUST BE TURNED OFF WHEN THE GRILL IS NOT IN USE.** The West Pavilion has 3 square picnic tables. A charcoal barbecue is available for use (charcoal is not provided) at the west pavilion. The pavilions are rented for hourly intervals with a 2-hour minimum.

Pool

During the summer months, the outdoor pool is available for private pool parties. The locker rooms are included in the pool rental. Please see [Rental Fee Schedule](#) attached for rates. Lifeguard coverage is required and the cost of the lifeguards is included in the rental fee. No refunds will be given for inclement weather affecting the use of the pool.