



## 2022 CARRIAGE CLUBHOUSE RENTAL INFORMATION

**FACILITY USAGE:** The Carriage Clubhouse is available to members in good standing of Carriage Hill HOA, on a limited basis, for private events not to exceed 150 attendees. Events exceeding 150, must be approved by the HOA/Management. The facility may not be reserved more than one (1) year in advance and cannot be used for fundraising or business purposes without prior approval from HOA/Management. Sale of alcohol is prohibited. Requests for recurring monthly/yearly use of the facility must be approved by the HOA/ Management.

**RENTAL SEASON:** May 1st through October 31st

**RENTAL DAYS:** Friday, Saturday, and Sunday ONLY

**RENTAL FEES:** \$700.00 Fridays & Saturdays \$450 Sundays

**RENTAL HOURS:** Friday and Saturday 10:00am – 12:00 Midnight Sunday 10:00am – 10:00pm

**DEPOSIT:** \$200.00 - Rental date is confirmed only when deposit check and all rental forms are received at the office.

**RENTAL FORMS:** Available at [www.carriagehillhoa.org](http://www.carriagehillhoa.org).

**RENTAL KEYS:** Keys for the Carriage Clubhouse, bathrooms and kitchen can be signed out at the Terry Gatehouse Management Office (5116 Carriage House Blvd.). There is a \$50.00 charge for lost keys.

**FACILITY ADDRESS:** 6285 Coach House Way, Liberty Twp., OH 45011

**The facility must be vacated by the end time indicated. Please allow time for set up during rental hours. Clean up and removal of all items is required by 10:00 a.m. the following day. Please follow the CARRIAGE HOUSE RENTAL CLEANING CHECKLIST for renters cleaning instructions. Residents not completing the cleaning checklist will not be refunded their \$200.00 deposit and will be charged a minimum of \$200.00 for cleaning.**

**FACILITY INCLUDES:** Wooden dance floor, Stereo, Cable TV, Ceiling Lighting, Projector Screen, Fireplace, Microphone, & WIFI

### **Typical Available Seating (Subject to Variances So Please Confirm Beforehand)**

11 Teak Tables (4'x6', seats 6 per table)

3 Teak Tables (4'x4', seats 4 per table)

7 Buffet Tables (2½'x8', seats 8 per table)

1 Buffet Table (2½'x6', seats 6 per table)

144 Teak Chairs

**CLUBHOUSE PLAZA/OUTDOOR FIREPLACE:** The Carriage Clubhouse plaza and outdoor fireplace cannot be privately rented. The renter may use the plaza/fireplace with the knowledge that it is open to the community also. The plaza is not to be used for grilling or serving food for private parties in the clubhouse. With the approval of the HOA/Management, wedding ceremonies and receptions may be an exception. Renters may use the cobblestone front entrance of the clubhouse for food preparation. The driveway on the left of the clubhouse entrance is to be used for catering parking and access to the kitchen facilities.

**PARKING:** Approximately 62 parking stalls are available for use. Parking on grass and on the street in front of the Carriage House is prohibited.

**RESTROOMS:** Men and Women restrooms are provided to meet event needs. There are no showers or private dressing rooms.

**CONCESSION AREA:** Concession area kitchen is available for use including sinks, countertop workspace, and refrigerator. Outdoor grill and bar area is not included in the clubhouse rental during pool season.

**FAMILY POOL AREA:** The clubhouse rental DOES NOT INCLUDE admittance to the community pool, whether it is open or closed at the time of the rental.

**PERSONAL PROPERTY:** The Carriage Clubhouse has no secure storage area. HOA/Management is not responsible for any of the renter's valuables or personal property on the premises.

**PETS:** Pets are permitted on the property and allowed in the Clubhouse. Pets shall always be under the control of owners and on leash. Any mess/waste shall be properly disposed.

**HEATING AND COOLING:** The Carriage Clubhouse does not have any form of heating or cooling. User may rent heaters and fans if needed.

**ALCOHOL:** HOA/Management does not carry a license for serving alcohol. Renter is responsible for any and all liability associated with the serving of alcohol.

**FIREWORKS:** The use of fireworks is prohibited.

**SIGNAGE:** User may install temporary signs to provide directions for guests. All signs shall be removed by 10:00 a.m. the following day.

**OUTDOOR CEREMONIES:** Outdoor ceremonies, including weddings, are permitted by special request only.

**RENTAL EQUIPMENT:** Rental equipment may be used in the Clubhouse. Rental equipment must be removed by 10:00 a.m. the following day.

**INSURANCE:** An insurance policy could be needed for special activities outside normal event functions. This could include children's bouncing equipment, etc.

**SMOKING:** No smoking is allowed in the Clubhouse or pool area. Smoking is permitted in designated areas only.

**CATERERS:** Caterers are required to abide by all policies outlined in the rental policy. Waste food, ice and beverages may not be dumped onto soil or landscaping anywhere on the premises. No catering equipment or other items may be left behind or stored on the property after an event unless prior arrangements have been made with HOA/Management.

**MINORS:** Any rental with participants under the age of 18 is required to have at least 1 adult chaperone for every 10 minors present during the entire event time. NO rental to any persons under the age of 21.

**CONDUCT:** HOA/Management reserves the right to suspend any individual or group from using the facilities in the event their behavior is abusive or destructive, or violates any rule or regulation, without refund.

**NOISE/MUSIC:** Music and noise level shall not disturb neighboring homes. No outdoor activity or music permitted after 10:00 p.m. Sunday or after midnight Friday and Saturday. See included Liberty Township Noise Ordinance.

**AUDIO/VIDEO EQUIPMENT:** Instructions are posted on the equipment table. IT IS YOUR RESPONSIBILITY TO FAMILIARIZE YOURSELF WITH OPERATION OF EQUIPMENT. All equipment must be left with original settings and audio cords attached.

**FIREPLACE:** Firewood for the indoor fireplace can be purchased for \$50.00 per event. If using the plaza fireplace, an additional \$50.00 will be charged. Please distinguish all fires ONE HOUR PRIOR TO LEAVING premises.

**DECORATIONS:** Decorating is permitted but shall not include glitter, straw and any form of material that creates difficulty in removing from the facility and/or the cobblestone floors. Candles are permitted only if contained by non-leaking candle holders taller than the top of the candle flame. Candles shall not be placed within 10 feet of walls or columns. All tape, tacks or staples MUST be removed. At no time should exits be covered or obstructed.

**CONFETTI:** Thrown rice, birdseed, glitter, silly string and all types of confetti are prohibited in or outside the Clubhouse.

**CLEANING:** The Carriage Clubhouse, outdoor plaza, parking lot, and surrounding area shall be cleaned, and all decorations and trash removed. The rental applicant is responsible for removal of all personal articles, including leftover food/decorations and disposing all trash into the dumpster. A large dumpster is provided on the west side of the clubhouse. All tables and chairs shall be returned to their original location. For complete cleaning instructions, please use the CLUBHOUSE RENTAL CLEANING CHECKLIST.

**SUPPLIES/RENTERS CLOSET:** Commercial trash cans and heavy-duty large garbage bags will be available for renter's use. Paper towels, cleansers and brooms are supplied in the rental closet. Linens for buffet tables are accessible. If used, linens are to be washed and returned to the rental closet. Cleaning checklist, table layout and any instructional information will be posted in the closet.

Please contact the HOA/Management for any rental/supplier referrals or any further questions.

**HOA Manager - Rich Mountel 513-737-2404. For Urgent Matters Outside of Regular Business Hours  
9:00 AM – 5:00 PM Monday - Friday Contact Towne Properties 513-874-3737**