

**WELLINGTON TRACE  
COMMUNITY CENTER  
PRIVATE PARTY APPLICATION**

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

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ EMAIL ADDRESS: \_\_\_\_\_

PHONE NUMBER (DAY): \_\_\_\_\_ CELL NUMBER: \_\_\_\_\_

DATE OF RENTAL: \_\_\_\_\_ HOURS OF RENTAL: \_\_\_\_\_

NUMBER OF GUESTS: \_\_\_\_\_

TYPE OF PARTY FUNCTION: \_\_\_\_\_

PLEASE INITIAL: \_\_\_\_\_ (Access to center is limited to 1 hour prior to the event for set-up and 1 hour after the event for clean-up.)

PLEASE INITIAL: \_\_\_\_\_ AMOUNT OF RENTAL CHECK SUBMITTED:  
(\$75.00 RENTAL FEE) Made payable to Wellington Trace

PLEASE INITIAL: \_\_\_\_\_ \$150.00 SECURITY DEPOSIT SUBMITTED  
(Must be separate from the rental check) Payable to Wellington

PLEASE INITIAL: \_\_\_\_\_ A KEY WILL BE PROVIDED DURING INITIAL WALK-THRU. THE KEY MUST BE RETURNED UPON FINAL INSPECTION WALK-THRU. IF THE KEY IS NOT RETURNED, \$50.00 WILL BE WITHHELD FROM THE SECURITY DEPOSIT.

I hereby certify that I will be responsible for clean up after the party. I agree that if the after-party inspection reveals that the Community Center has not been satisfactorily cleaned or that there is damage, the Management Company will have a contractor clean the area and deduct the cost from the \$150.00 security deposit check, which will be deposited in the Association's account. I hereby certify that I will also be responsible for any interior or exterior damages over and above the deposit.

Signature of Applicant \_\_\_\_\_

Management Company's Authorization and Date \_\_\_\_\_

Return to: RESIDENTIAL REALTY GROUP, INC.  
3600 CRONDALL LANE, SUITE 103  
OWINGS MILLS, MARYLAND 21117  
ATTN: DONNA LAROCQUE

**WELLINGTON TRACE  
COMMUNITY CENTER  
PRIVATE RENTAL RULES**

1. All private Community Center parties must be authorized in writing by the Management Company no less than fifteen (15) days in advance of the function. The center cannot be used for any group or organization meeting. The center is for “private” owner use only.
2. The fee for renting the Community Center is \$75.00. This will cover the cost of renting the Community Center only (pool is not available for rental) and the cost of a before and after function inspection. There is a limit of fifty (50) guests in the Community Center at a time.

A security deposit of \$150.00 must be submitted with the application. The deposit will be returned in full if the Community Center is satisfactorily cleaned within two (2) hours of the end of the function and no interior or exterior damages are found during the inspection. If the after function inspection reveals that the Community Center has not been satisfactorily cleaned, the Management Company will have a contractor clean the area and deduct the cost from the security deposit. The homeowner(s) will be responsible for any interior or exterior damages over and above the security deposit.

3. A checklist indicating what cleaning tasks are required will be provided.

All functions can begin at 12:00 noon. Functions held Sunday through Thursday must end no later than 10:00 p.m. Functions held on Friday or Saturday must end no later than 12:00 midnight. Access to the Community Center is permitted one (1) hour prior to the scheduled time of the function. A key will be provided during the initial walk-thru of the Community Center. A representative from the Association will contact you prior to the function. **The key must be returned within 24 hours** after the function or there will be a \$50.00 charge deducted from the security deposit.

4. There must at all times be supervision by a Wellington Trace homeowner over the age of 21.
5. **No alcoholic beverages are permitted to be served or consumed on the premises. Your deposit will be forfeited if alcohol is consumed or any evidence of alcohol is found on the premises.**
6. **No** live music is permitted. A disc jockey or recorded music is allowed at a reasonable decibel level.
7. **No** confetti or glitter may be used on the premises. The cost to clean this up will be a minimum of Fifty Dollars (\$50.00) over and above the normal cleaning costs.
8. **No** animals of any nature are permitted on the clubhouse grounds, parking lot or in the building.
9. Note the fireplace is for looks only and is not operational. The television is only used for playing DVD's as it is not connected to cable.