

# **REQUEST FOR CLUBHOUSE ANNEX RENTAL**

***Smoking is not permitted anywhere within the Clubhouse Annex.  
Smoking in the Clubhouse Annex constitutes loss of full security deposit.\****

***Homeowners Residing in Summerlakes Only May Rent the Clubhouse Annex.  
Renters May Not Rent The Clubhouse Annex.***

I hereby request usage of the Clubhouse Annex Building for the use stated below. Filling out this request form does not guarantee approval of the facility nor time requested. The SHA Board reserves the right to reject any rental which it feels is inappropriate according to the rental regulations, outlined in the attached rental agreement form.

After the Manager has verified the homeowners account to be up to date, the homeowner may request to meet with the Manager to go over the contract and ask any specific questions about renting the facility.

Rentals include use of the Clubhouse Annex Building only. The homeowner may come in one half hour prior to rental time to set up for their event. **The use of the Clubhouse activity tables, whirlpool, weight room and the gym are not part of any rental agreement.**

**Homeowner Name:** \_\_\_\_\_ **Home Phone:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **Work Phone:** \_\_\_\_\_

**Lot Number:** \_\_\_\_\_ **Rental Date Requested:** \_\_\_\_\_

## **HOLIDAY RENTAL INFORMATION ON PAGE 3\***

### **CIRCLE DAY OF THE WEEK AND TIME REQUESTED**

Monday	12 pm-5 pm (\$75.00)	6 pm-11 pm (\$75.00)
Tuesday	12 pm-5 pm (\$75.00)	6 pm-11 pm (\$75.00)
Wednesday	12 pm-5 pm (\$75.00)	6 pm-11 pm (\$75.00)
Thursday	12 pm-5 pm (\$75.00)	6 pm-11 pm (\$75.00)
Friday	1 pm-6 pm (\$125.00)	7 pm-12 am (\$190.00)
Saturday	1 pm-6 pm (\$125.00)	7 pm-12 am (\$190.00)
Sunday	12 pm-5 pm (\$125.00)	6 pm-11 pm (\$190.00)

**\*A \$250.00 SECURITY DEPOSIT IS REQUIRED FOR NON ALCOHOL RENTALS**

**\*A \$500.00 SECURITY DEPOSIT IS REQUIRED FOR PARTIES SERVING ALCOHOL - SEE PAGE 2 FOR DETAILS**

**FOR FURTHER QUESTIONS CALL SUMMERLAKES CLUBHOUSE @ 630-393-3033**

# **RULES AND REGULATIONS FOR CLUBHOUSE ANNEX BUILDING RENTALS**

1. The Summerlakes Homeowners Association and the homeowner hereby agree that said homeowner shall rent the Clubhouse Annex Building **only**. All aforementioned located in the premises known as the Summerlakes Clubhouse Annex Building, and is pursuant to the consideration and terms described within this contract.
2. The homeowner shall indemnify and save harmless the Summerlakes Homeowners Association, its Directors, Officers, Employees, Agents and Assigns from and against any and all loss, costs (including attorney's fees) damages, expense and injury of any persons or property sustained by Lessee and all other persons which arise from the negligence of the Homeowner, Homeowners Guests, Invitees, and Agents on or about the rented premises described herein.
3. The homeowner must be current in monthly assessment payments to be eligible to rent the premises. **Renters may not rent the Clubhouse or Annex Building.**
4. **Payment of a twenty five dollar (\$25.00) non-refundable reservation fee must be paid by the homeowner to hold a rental date, and the rental date must be reserved at least two weeks in advance.**
5. Homeowner must ensure that security deposit, rental charges, and all other fees are paid in full ten days prior to the event, to avoid cancellation by the Summerlakes Homeowners Association. All charges may be paid by cash, money order or personal check made payable to the Summerlakes Homeowners Association. Charges paid within less than ten days of the rental event must be paid by cash or money order.
6. Cancellation for any reason will result in forfeiture of the \$25.00 reservation deposit fee.
7. The security deposit will be refunded within fourteen (14) working days of the rental. The amount of security deposit refund is based on the condition of the Clubhouse after rental. If the security deposit is paid in cash, it will be refunded within two (2) business days of rental date.
8. The homeowner shall not use the rented premises for any type of bachelor or bachelorette party; nor shall any entertainment by a "stripper" or "exotic dancer" be allowed at any party. Further, the rented premises shall not be used by the homeowner for purposes other than that noted under "Purpose of Rental," nor shall premises be used by homeowner for any illegal purposes, nor in violation of any regulation of the Association.
9. **The homeowner must be present during the entire rental.** The homeowner shall be held responsible for any and all actions of persons present and attending the rental function, with regard to the use and care of all Clubhouse equipment and property. No liquor or tickets for beverages or food may be sold on the premises. No admission fee may be charged. No publicly advertised events are allowed.
10. **Beer and wine will be permitted for party rentals. Residents serving beer and wine at their functions will be required to pay a \$500.00 refundable security deposit, and will be responsible for any misconduct or damage that may incur, and must be served inside the Annex Building only, and not on the grounds. NO HARD LIQUOR will be allowed-beer and wine ONLY. No exceptions.**
11. **The Clubhouse Activities are not part of the rented premises and may not be used during the rental time. This includes usage for homeowners holding I.D.'s, if they are attending the party. These facilities will be locked at the time of Clubhouse closing.**

## **RULES AND REGULATIONS, CONTINUED**

12. A walk through of the rental premises will be conducted by the Association Personnel before and after each rental. The homeowner must be present for the walk through prior to the event, and at the end of the cleanup for the follow up walk through and final approval.
13. Other Clubhouse users not associated with the rental are asked not to enter the rental premises during Clubhouse hours. Should the homeowner have any difficulties with other Clubhouse users, the homeowner shall ask for the assistance of Clubhouse Personnel.
14. Food and beverages should be served in the kitchen and/or the main floor **ONLY** of the Clubhouse Annex Building.
15. **NO CONFETTI IS ALLOWED.**
16. No more than two (2) speaker cabinets are allowed in the Clubhouse Annex Building.
17. No sound systems exceeding 200 watts RMS output will be allowed. (*RMS = the total output capability of amplifier, found listed on the back of every amplifier*).
18. **NO LIGHTS** are permitted in the Clubhouse Annex Building other than the existing house lighting.
19. The homeowner shall ensure that no vehicles are to be driven on Clubhouse grounds for any purpose.
20. Should a problem arise after Clubhouse hours requiring aid or assistance, contact the Personnel present or call 911.
21. The homeowner is responsible for replacing all furniture to its proper location. The homeowner is also responsible for the removal of all party decorations.
22. **NO BALLOONS WITH HELIUM** are permitted because of possible damage to the ceiling fans.
23. **The homeowner is responsible for cleaning up all debris created by the party, both in the Clubhouse Annex Building and on the surrounding grounds. All trash and garbage must be placed in plastic bags provided by the Association. Bags are to be placed in the dumpster before the homeowner leaves the premises.**
24. **All cleanup, vacuuming, mopping, wiping down, etc. is the responsibility of the homeowner. All cleaning must be complete by the end of the rental period. If cleanup takes longer than the time included in the rental, a substantial amount of security deposit will be retained by the Association.**

**\*NO RENTALS ARE AVAILABLE FOR THESE DATES IN 2012**

***NEW YEAR'S DAY, JANUARY 1 \*\* VALENTINE'S DAY, FEBRUARY 14  
EASTER SUNDAY, APRIL 8  
MEMORIAL DAY, MAY 28 \*\* FOURTH OF JULY, JULY 4  
LABOR DAY, SEPTEMBER 3\*\* HALLOWEEN, OCTOBER 31  
THANKSGIVING HOLIDAY, NOVEMBER 22- NOVEMBER 25  
CHRISTMAS EVE, DECEMBER 24 \*\* CHRISTMAS DAY, DECEMBER 25  
NEW YEAR'S EVE, DECEMBER 31***

An additional one hour rental is available for afternoon and evening rentals. The cost is one hundred dollars and must be paid at the time contract is signed. The extra one hour is unavailable for afternoon rentals if an evening rental is already scheduled.

**By signing below, you fully understand this contract and agree to follow all regulations stated within it.**

**Homeowner Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

DESCRIPTION OF EVENT: \_\_\_\_\_

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

### **PAYMENT SCHEDULE**

	Amount	Date Paid	Chk/Cash
Rental Deposit	\$25.00	_____	_____
Rental Fee (less dep.)	\$	_____	_____
Security Deposit	\$250.00	_____	_____
Alcohol Deposit	\$500.00	_____	_____
Total Due	\$	_____	_____

### **COST FOR DAMAGES**

Any damage sustained to the Clubhouse Annex Building, grounds or other Summerlakes assets will result in full cost of repairs. Any violation of rental contract will result in partial or complete loss of security deposit, based on Staff and Board assessment of severity. **Smoking in the building will constitute full loss of security deposit and possible additional charges for any damages.**

Any additional cleaning required after rental will be charged at a rate of \$25.00 per hour and will be retained from security deposit.

## PARTY CLEANING CHECKLIST FOR RENTALS

Staff Name: \_\_\_\_\_ Homeowner: \_\_\_\_\_

Date: \_\_\_\_\_

Please go over checklist before and after rental period with a Summerlakes Staff Member. You are responsible to leave the Clubhouse Annex Building clean or have the possibility of losing part of /or all of your security deposit.

	Before	After
1. Kitchen Cleaned		
a. Floor Swept/Mopped	_____	_____
b. Counters/Appliances Cleaned	_____	_____
c. Garbage Removed	_____	_____
2. Washrooms Cleaned	_____	_____
3. Main/Upper Floor		
a. Floors Swept/Mopped	_____	_____
b. Furniture Replaced	_____	_____
c. All Trash Removed	_____	_____
4. All Tables & Chairs Replaced	_____	_____
5. Bags In Garbage Cans	_____	_____
6. Decorations Removed	_____	_____

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*If any cleaning supplies are needed, please ask a Staff Member for assistance.*

**Final Walk Through Complete**

*(sign below)*

SHA Staff: \_\_\_\_\_ Homeowner: \_\_\_\_\_