



Clubhouse Rental Contract

Resident Name: _____

Address: _____

Phone Number: _____

Email Address: _____

Date & Time of Event: _____

Event Type: _____

Estimated Number of Guest: _____

(Maximum Capacity: 50 persons)

All members must be in good standing to rent the clubhouse. The only form of payment permitted is a money order. The rental Fee is \$100.00, with an additional \$50.00 deposit which is due at booking; each payment must be submitted separately. (Leave the "Pay To" section blank for returns). If all rules are followed and damages are not present, then the \$50 deposit will be filled in with the owner's name and returned to the owner.

Weekday rentals of the building may not begin prior to 5:00 p.m. unless approved by management. All guests must leave the facility no later than 11:00 pm. No more than two people may remain until 12:00 a.m. to clean the facility. The facility must be secured with the alarm set no later than 12:05am. If you have any questions or concerns regarding this contract, please submit all correspondence by email to: management@indianlakesassociation.com

GENERAL RULES:

1. **Renter agrees to be present at the facility at all times, this includes opening and closing the facility.** Renter agrees to remain at the facility while it is in use and to enforce all rules contained herein or otherwise related to the use of the facility as published in all association publications. Renter acknowledges that the facility will not be rented out to a third party. _____ (initial)
2. **Alcohol is NOT permitted on the premises; there are NO exceptions.** _____ (initial)
3. **Smoking of any kind, including Vaping is NOT permitted in any part of the building; NO exceptions will be made. This includes smoke machines; **smoke machines are NOT permitted.**** _____ (initial)
4. The key ring and envelope must be placed in the office drop box on the very same date as the event. **ALL the keys and the key card must be returned.**
***If the key ring or any keys / key card are not returned, a replacement fee of \$20.00 will be deducted from the deposit.** _____ (initial)
5. The Deposit will be returned by mail within 5 business days **if there is no damage to the facility and if there was not a \$20.00 non-returned key/key card charge.**
****Deposits may NOT be refunded for violation(s) of any of the conditions of this agreement. Additionally, the member agrees to reimburse the Association for the cost of any damages which occurred during the use of the facility and exceeded the deposit fee or for any missing property.***
_____ (initial)
6. Renter agrees to indemnify, defend, and hold harmless the Association or its representatives or contractors for any bodily injury or property damage which may arise out of the renter's use of the rental facility. _____ (initial)



7. Cleaning the facility consists of trash removal, sweeping up debris in the floor, moping any spills. Wiping down all tables, kitchen counters and the sinks. The bathroom toilets and sinks must also be wiped down. Please note that diapers of any kind are not to be left in the bathroom trashcans and should be placed in the kitchen trashcan. The kitchen trashcan MUST be wiped off and the bag placed in the dumpster at the end of the event even if the bag is not full. (use the trash container key to open the dumpster lock for the disposal of all trash and any party debris), ____ (initial)

8. Renters may hire a private security guard at their own expense.

**Please keep in mind, the Association does reserve the right to require private security for any event held by a resident of which would be an additional expense to the renter. ____ (initial)*

9. No tape, no putty, no push pins, no command strips or any other fasteners of any kind are permitted on the any exterior or interior surface of the building. This includes but is not limited to wall surfaces, ceilings fans, windows (glass, blinds and valances), the doors and frames and the light fixtures. ____ (initial)

10. All Plants, Trees, chairs, and furniture must remain in the building at all times and if moved or used must be placed back in the original location before leaving the facility. ____ (initial)

11. Grills or Fryers, of any kind, are not permitted to be brought into the clubhouse or placed outside on any common grounds. Includes all types of fryers and grills, such as coal/wood, gas or electric. ____ (initial)

12. Cancellations must be given a minimum of 7 days before the event to receive a full refund. ____ (initial)

I have read and agree to abide by all the rules and regulations of this contract. I acknowledge I have received a copy of this rental contract and I acknowledge that all information given by me are true and correct. Member Signature: _____ Date: _____

Verification of address is required, and an ID is required. Driver's License # _____

FOR OFFICE USE ONLY

Date Copy Provided to the Renter: _____ Verified owner is in good standing: (Initial) _____

Deposit: Amount \$ _____ Date Paid: _____

Rental Fee: Amount \$ _____ Date Paid: _____

Key must be picked -up on this date: _____

Key must be return on this date: _____

Special Provisions:

☐ Renter is required to obtain private security at their expense.

☐ Renter may start the weekday event prior to 5:00 p.m. – Start Time: _____

Manager or BOD Approval: Signature: _____ Date _____