



## 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 rental Fee is \$100.00 with an additional \$50.00 deposit; each payment must be submitted separately. If all rules are followed and damages are not present, then the \$50 deposit will be returned to the owner (Leave the "Pay To" section blank for returns).**

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. If you have any questions or concerns regarding this contract, please submit all correspondence by email to: [management@indianlakesassociation.com](mailto:management@indianlakesassociation.com)

**The facility must be cleaned and secured no later than 12:00 a.m. – The rental key must be placed in the drop box before leaving the property. If the facility is not cleaned the deposit will not be returned.**

### **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 must be returned with **ALL the keys and the key card**. Use the trash container key to open the dumpster lock for the disposal of the kitchen trash bag and any party debris.

**\*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 are no damages 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 of 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

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rental facility. \_\_\_\_ (initial)

7. Cleaning the facility consists of trash removal, sweeping any debris in the floor, mopping any spills and wiping down all tables. The kitchen counters and sinks must be wiped down. 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.

\_\_\_\_ (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 painted wall surface or on the ceilings fans windows, or the window valances. \_\_\_\_ (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. 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 made by me are true and correct.**

Member Signature: \_\_\_\_\_

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

**Verification of ID is required. Driver's License #** \_\_\_\_\_

**FOR OFFICE USE ONLY**

Date Copy Provided to the Renter: \_\_\_\_\_

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 \_\_\_\_\_**