

**ACACIA ASSOCIATION
CLUBHOUSE RENTAL AGREEMENT**

Resident _____ Address _____

Phone _____ Email _____ Type of Event _____

Rental Date Requested _____ Start & End Time _____
(Rentals are 6 hours minimum. Please make sure to include time for your set-up & clean-up.)

How Many Guests: Adults _____ Teens _____ Children _____ Will you use outside vendors/who? _____

Rental Fee for 6 Hours*

Refundable Reservation Deposit	\$ 50.00
Rental	<u>\$ 225.00</u>
Total	<u>\$275.00</u>

**If you'd like to extend your event past 6 hours, it is an additional \$20 an hour.*

A \$50.00 refundable deposit with a signed rental agreement will secure your date. The remaining \$225.00 balance must be paid a minimum of 1 week prior to rental date. Your \$50.00 deposit will be returned to you if the facility is left in its original condition. I

Rental includes use of:

- Clubhouse Space, Great Room and 4 Season Room
- Four 8 ft tables, Six 6 ft tables, 65 folding chairs
- Three 42" round tables with non-foldable chairs
- Bar height countertop with 4 high-boy chairs
- Full kitchen which includes refrigerator, stove, microwave, coffee pot, sink and counterspace
- Bar height countertop with 4 chairs
- Big screen TV
- Ping Pong Table
- Bags Game (cornhole)

**Weather permitting, use of the covered deck with seating as well as outside the Great Room's sliding glass doors are also available for use.*

Your Role and Responsibilities

Any outstanding assessments/fees must be paid prior to reserving a rental date. _____ initial

Furniture:

- Set up and take down all the tables and chairs.
- If the furniture is moved, please put it back where it was.

Garbage:

- Garbage bags are in the top drawer under the TV in the kitchen area.
- Remove bags of garbage from containers, tie them securely and replace them with a new bag.
- Deposit all garbage into the dumpster - located at the northeast end of the parking lot.

Cleaning:

- Please leave the clubhouse as neat and tidy as you found it.
- Vacuum, broom and mop are located behind the fireplace.
- Wipe down all surfaces that were used, including the tables and chairs.
- Cleaning products are under the kitchen sink.

GENERAL AGREEMENT FOR ALL RENTALS

I, the Acacia resident/lessee did not rent the Acacia Association facilities for use by a non-Acacia resident. Such action will result in forfeiture of your security deposit and Acacia Association facilities and/or pool privileges for one year.

Lessee warrants and guarantees the Acacia Association that no beer, wine, and/or any alcoholic beverages will be served to underage guests. This is in violation of Illinois state law. Violation of any Acacia Association rules constitutes a breach of contract and will result in loss of your security deposit and clubhouse facilities and/or pool rental privileges for one year.

Lessee agrees to indemnify and hold harmless the Acacia Association against any and all claims for damage(s) of any nature whatsoever resulting from lessee's rental of the clubhouse facilities.

Upon renting the Acacia Association facilities located in the Village of Indian Head Park, IL, County of Cook, I hereby assume any and all responsibilities and liabilities for all laws and ordinances of the State of Illinois, County of Cook, Village of Indian Head Park. I acknowledge that The Acacia Association has advised me of my accountability for the actions and conduct of my guests while utilizing the facilities of the Acacia Association.

I ACKNOWLEDGE THAT I RECEIVED A COPY OF THE SIGNED RENTAL AGREEMENT, WHICH WAS READ AND UNDERSTOOD PRIOR TO SIGNING BELOW.

RESIDENT SIGNATURE _____ **DATE** _____

*******OFFICE USE ONLY*******

Reservation Deposit \$ _____ **Date** _____ **Check/Receipt#** _____

Security Deposit Balance \$ _____ **Date** _____ **Check/Receipt#** _____

Total Paid \$ _____ **Date** _____

_____ **Picture ID (Driver's License) of Acacia Resident**

Clubhouse Director Approval _____ **Date** _____

Attendant Assigned _____ **Date** _____