

ACACIA ASSOCIATION RENTAL AGREEMENT CLUBHOUSE / GREAT ROOM / 4-SEASON ROOM

LESSEE MUST BE A RESIDENT AND BE PRESENT DURING ENTIRE RENTAL.

Resident/Lessee _____	Rental Date _____
Address _____	Hours of Rental _____
Phone _____	Purpose of Rental _____
Email _____	Attendant _____

A \$50.00 non-refundable reservation deposit must be paid at the time the rental agreement is signed. **Non-Refundable Deposit** **\$50.00** Paid

The remaining \$150.00 security deposit balance must be paid a minimum of 2 weeks prior to rental date. **Reservation Balance** **\$150.00** Paid

Assessments and all fees are current **Additional Hours @\$16/hr** Paid

Driver's License copy of Acacia resident attached **Total Paid** _____ Paid

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 my 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, INCLUDING THE GENERAL RULES FOR ALL RENTALS, WHICH I HAVE READ AND UNDERSTOOD PRIOR TO SIGNING BELOW.

Resident/Lessee Signature _____	Date _____
Clubhouse Director Signature _____	Date _____

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GENERAL RULES FOR ALL RENTALS

Rental Hours: The rental fee includes a minimum of 7 hours rental time available on weekdays and weekends; extended hours are available for an additional charge. Please remember to allow for set-up and clean-up time when booking your reservation. Up to one hour prior or after requested time is allowed at an additional overtime charge of \$16.00 per hour. Arrangement for the extra hour(s) must be made and paid for at the time the rental agreement is signed.

Rental Fees: Rental includes use of Clubhouse, Great Room, and 4-Season Room and is limited to 100 guests. It *does not include* use of the Pool during summer months. Fees must be paid by Acacia Resident signing the contract and includes the cost of one Clubhouse attendant and facility overhead. Association monthly assessments must be current, and all outstanding fees must be paid prior to renting the facility.

Rental Confirmation: Rental dates are reserved when \$50.00 deposit is paid; \$30.00 of the total rental paid will be refunded within 2 weeks of rental date if the facility is left in original condition. Any unanticipated additional time beyond the time scheduled and paid for will be deducted from this deposit refund at the rate of \$16.00 per hour or increment of an hour. Resident will receive confirmation letter guaranteeing the date once an attendant has been assigned and Clubhouse Director has signed contract.

Check in with the attendant: when you arrive before your party begins, show attendant your ID. If someone other than yourself will arrive before you to assist with set up, call the Clubhouse the week of the party and inform the office. Have that person introduce themselves to the attendants.

Check out with the attendant: at the end of the party. Attendant cleanup after the resident & guests depart consists of wiping down tables and chairs in the upper Clubhouse and 4-Season Room, sweeping and/or mopping all floors, vacuuming rugs, straightening-up kitchen area, cleaning both the Clubhouse and 4-Season Room bathroom.

Lessee Responsibilities: Lessee is responsible for any damages that occur to any area of the Acacia facility. Should damage occur to the Clubhouse, Great Room, 4-Season Room and/or its facilities that exceed the security deposit, the Lessee will be charged the difference between the security deposit and total damages as determined by Acacia Association Board. Any portion of the security deposit not necessary to repair damages will be refunded.

See below for additional rules for Clubhouse rentals:

- Coat-rack for your guests is located in the Great Room behind the fireplace.
- No smoking is permitted inside the facility. Cigarette smoking is allowed 15 feet away from entrance of Acacia Association Clubhouse building. Cigarette butts must be picked up from outside entrance area.
- E-cigarette, vaping or cannabis use of any kind is NOT permitted inside the facility or within 15 feet of the front entrance to Acacia Association Clubhouse building.
- Lessee must set up and take down all tables and chairs.
- Tables must be covered with tablecloths.
- Remove all bags of garbage from containers, tie securely, and deposit in the dumpster; additional garbage bags are available from the attendant.
- Outside furniture must remain outside. Indoor furniture must remain inside.

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- All furniture should be free of crumbs, and counter tops, kitchen stove and oven are clean. *Ovens are self-cleaning, never use oven cleaner.* Empty liquid from glasses, cups, and cans before putting them in garbage containers.
- Beer kegs, coolers, etc., must either be placed on tile floor in kitchen, 4-Season Room, Great Room, or set on carpet runners, NOT on parquet flooring.
- STREAMERS AND/OR ANY OTHER DECORATIONS MUST NOT BE TAPED TO WALLS.
- IF BALLOONS ARE BROUGHT IN AND END UP ON THE CEILING OR WRAPPED AROUND THE FANS IN THE CLUBHOUSE, GREAT ROOM OR 4 SEASON ROOM A MINIMUM OF \$25.00 PER BALLOON FOR REMOVAL WILL BE DEDUCTED FROM YOUR SECURITY DEPOSIT.
- DO NOT USE CONFETTI OF ANY TYPE. IF ANY CONFETTI IS USED A \$25.00 FEE WILL BE DEDUCTED FROM YOUR SECURITY DEPOSIT FOR ADDITIONAL CLEAN UP.
- ALL OUTDOOR DECORATIONS MUST BE REMOVED AT END OF PARTY INCLUDING SIGNS AT THE ACACIA ENTRANCES.
- An additional \$20.00 will be deducted from the security deposit if the resident does not properly put away tables/chairs.
- All food, drinks, decorations and any personal items must be removed at end of party.
- Entrance to the pool area is prohibited. You and/or your guests must NOT go beyond wrought iron fence around the pool.
- No glass is allowed in any outside areas.
- Acacia Association is not responsible for any items left behind.