

LAKEWOOD SPRINGS HOMEOWNERS ASSOCIATION CLUBHOUSE RENTAL AGREEMENT

NORTH CLUBHOUSE
900 LAKEWOOD SPRINGS DRIVE

SOUTH CLUBHOUSE
501 MITCHELL DRIVE

SECURITY DEPOSIT: A security deposit of Two Hundred Fifty Dollars (\$250) (“Deposit”) is required to confirm Clubhouse reservations. The Deposit shall be returned no later than seven (7) working days after the date of the function.

AVAILABILITY: Rentals are available on a first come, first serve basis. Homeowners will not be able to rent the Clubhouse if their assessment account is delinquent. Two rental times are available:

1:00 PM to 6:00 PM

6:00 PM to 11:00 PM

GUARANTEES: It is essential the RENTER provide the LWS HOA the total invoice (Clubhouse rental fee plus any additional fees, as explained herein) within fourteen (14) business days of the date the Clubhouse is held for the RENTER. This is the date that the Property Manager holds the Rental Date for the RENTER in the Clubhouse Rental Book.

LICENSE & INSURANCE: If you will be using a catering company for your function, the company must be fully insured. An executed copy of the Caterer and/or Entertainment Agreements shall be required no later than seven (7) days prior to the Function.

MAXIMUM NUMBER OF PEOPLE: A maximum of 80 people are allowed in the Clubhouse at any given time.

FUNCTION LIABILITY: Cost for damage to the premises caused by any guests, invitees or other persons attending the Function will be charged to the RENTER at actual repair or replacement cost plus a 15% administrative fee.

FUNCTION TIMING: Function must begin promptly and the premises vacated promptly at the times scheduled and agreed to in advance with the LWS HOA. A Party Attendant will unlock the doors. If the renter is not there at the scheduled time, the room rental will be cancelled and the \$75.00 will not be refunded. Admission to the premises will not be allowed prior to the Function’s starting time for decorating purposes, unless otherwise approved by the LWS HOA in advance.

DECORATIONS: The affixing of anything to the walls, floors, or ceiling using nails, staples, tape, tacks or other substances is prohibited. Confetti, bird seed, rice and other such materials are not permitted on the premises.

PREMISE SECURITY: The Lakewood Springs Homeowners Association will not assume responsibility for damage or loss of any merchandise or articles left on the premises.

POOL ACCESSIBILITY: Under no circumstances is the pool available to the guests attending a rental function nor is the renter to leave the rental function to use the pool or for any other purpose at any time.

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RENTAL FEE: Seventy Five dollars (\$75) per rental time.

CLEANING FEES: The LWS HOA cleaning service may be requested ten (10) business days in advance of the Function for a “Cleaning Fee” of one hundred fifty dollars (\$150.00). If the LWS HOA cleaning service is not requested but is needed after the Function, the RENTER shall forfeit the Deposit. If the RENTER elects not to use the LWS HOA cleaning service and performs the clean up themselves, the Deposit shall be returned provided all the following are completed to the LWS HOA Management Company’s satisfaction:

- All tables and chairs must be clean and returned to original placement
- All carpeting must be vacuumed
- Restrooms must be clean (please do not flush coffee or any other objects in the toilet)
- All decorations must be removed from the premises
- All garbage shall be put in dumpster
- Kitchen must be clean and void of all food and beverages
- Damage, if any, must be repaired
- Refrigerator / freezer must be emptied and wiped down
- All windows closed and locked

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“Yes, RENTER plans to clean the Clubhouse and Restrooms after the Function and acknowledges what is required to get the Security Deposit returned. LWS HOA may still use part or all of the Deposit if, in the sole judgment of the LWS HOA, additional cleaning is required.” Renter must provide all cleaning supplies.

OR

“No, RENTER does not plan to clean the Clubhouse and Restrooms after the Function and agrees to the LWS HOA Cleaning Fee. LWS HOA may still use part or all of the Deposit if, in the sole judgment of the LWS HOA, additional cleaning is required.

Any portion of the Deposit remaining after cleaning shall be returned to RENTER provided no damage to the Premises has occurred.

AGREED TO AND ACCEPTED THIS: _____
(DATE)

HOMEOWNER NAME (RENTER): _____

Please forward to:

**Lakewood Springs Homeowners Association
501 Mitchell Drive
Plano, IL 60545**