

Honeytree Clubhouse Rental Agreement
120 Cedarbend Dr., Romeoville, IL 60446 Phone # 815-886-9477
Email Address: office@honeytreehoa.com
Friday OR Saturday availability between 2pm-10pm
Sunday 11am-6pm

Owner (Lessee): _____ Date of Rental: _____

Address: _____ Phone #: _____

Owner (Lessee) E-Mail: _____

Date Rental Deposit Received: _____

Date Security Deposit Received: _____

Rental / Security Fees:

1. **\$195.00 Rental** - Due at time of booking / reserving party date. May be paid via check or money order, or online via Quickbooks or ZELLE - no cash. **If check bounces, rental reservation will immediately be canceled.**
2. **\$250.00 Security Deposit** - Due 7 days prior to rental date. May be paid via check or money order, or online via Quickbooks or ZELLE - no cash. (See section regarding security deposit refund in later pages.)

Lessee MUST arrive on the date of their rental by 1:30 pm to do the Pre-Party walk through. For Parties Falling on a Sunday, a walkthrough will be performed at 1:00 pm the Saturday before. Failure to do so may result in forfeiture of a portion of rental security deposit.

1. The following rules and regulations herein must be upheld by the Lessee. Failure to comply with any part of this agreement may result in the forfeiture of all or a portion of the security deposit.
 - a) Any cleanup, damages, repairs or replacement of stolen property incurred to the Association as a result of the rental may require additional fees above and beyond the security deposit and will be applied to the Lessee's account.
 - b) Honeytree Board of Directors and Staff members shall have the right of access to any areas of the premises at any time during the period of the rental.

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- c) During and after a rental, the Association shall not be held accountable for any lost, stolen, or damaged items / property belonging to the Lessee or their guests.
 - d) The Lessee agrees to indemnify Honeytree Improvement Association from and against all claims, demands, actions, and cause of action which may arise by reason of the use of said facilities.
 - e) All guests are the responsibility of the Lessee.
 - f) Honeytree Improvement Association hereby grants the Agreement to the Lessee for the purpose of allowing the Lessee to use the clubhouse for private parties.
Initials: _____
2. No more than **110 persons** may occupy the building at one time per Village of Romeoville Occupancy Regulations.
Initials: _____
 3. **Rental hours will not be changed or extended.** Failure to leave the clubhouse at the end of your rental time will cause the Lessee to forfeit their security deposit.
Initials: _____
 4. Lessee must be present at all hours of the rental.
Initials: _____
 5. Rental reservations are on a first come first served basis, provided the Lessee's account is current on all Dues, Special Assessments, and has no ACC violations. Rentals cannot be booked less than one week prior to the rental date.
Initials: _____
 6. Cancellations must be received in writing **NO LESS than one week prior** to the rental, either by email, USPS delivered post, or delivered in person by the Lessee, otherwise the Lessee will forfeit \$50.00 of the rental deposit.
Initials: _____
 7. Video surveillance cameras are located throughout the interior and exterior of the clubhouse and pool/cabana area. Review of the footage is done at any given time - for any reason.
Initials: _____
 8. All furniture, except party tables (round and rectangular), are to remain in their original locations.
 9. **Special Requests:** Including but not limited to furniture reconfiguration, added party set up time, or access to clubhouse outside of business hours, a written request must be submitted to the office no less than one week prior to rental and must be approved with signatures of at least two board members or the request is automatically denied.
Initials: _____
 10. Lessee's party set up can only occur after the completion of their pre-party walk through.
Initials: _____
 11. No nails, tape, tacks, staples, or anything which may deface any surface may be placed on the walls or hung from the fans or their blades.
Initials: _____
 12. No grills, pressure cookers, or similar are allowed inside the clubhouse or on the 2nd floor balcony.
Initials: _____
 13. The pool is not part of the rental agreement, and therefore guests of the Lessee may not go onto the pool deck or walkways during the rental. A possible fee of \$500.00 per person could be incurred by the Lessee if it is determined that this rule is violated.
Initials: _____
 14. Noise is to be kept at a low level as to not disturb the surrounding homeowners and/or members using the pool during pool season.
Initials: _____
 15. **No alcoholic beverages shall be consumed by any person under 21 years of age:**

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- a) The lessee shall not sell, or allow to be sold, any alcoholic beverage on Association property. (The Association is not responsible if you consume alcohol at the clubhouse).
- b) The lessee shall not dispense, or allow the dispensing of any alcoholic beverages on the Association property in a manner which violates any Federal, State, or local law.
- c) The Association strongly recommends, but does not require, that the Lessee obtain insurance, naming the Association as co-insured, covering the Lessee's use of alcoholic beverages on the Association property.

Initials: _____

16. **No smoking, toking, or vaping will be allowed in the clubhouse or within 15 feet of any doors or windows at any time.** Smoking is only allowed at the decanter / receptacle located near the dumpster. Be sure smokers are informed to use ONLY the decanter to dispose of their cigarette butts.

Initials: _____

17. **The premises may not be used for any purpose prohibited by any ordinance or statute of law (Association, Village, County, State, Federal).**

Initials: _____

18. All children must have adult supervision at all times.

Initials: _____

19. There will be no special effects (ex: fog/smoke machines, fireworks, sparklers, etc.) allowed inside the Clubhouse at any time.

Initials: _____

20. Failing to correctly close and lock the front door of the clubhouse is an automatic forfeiture of your entire security deposit.

Initials: _____

21. **Special Information Regarding the Elevator:**

- a) The elevator is to be used by handicapped residents or their handicapped guests. It may be used to transport food or equipment during a party rental. Please keep children out of the elevator if they are not handicapped.
- b) As the Lessee you are responsible for this equipment. Any misuse of said equipment will be cause of forfeiture of your entire security deposit.
- c) **If Alarm Company reports misuse of elevator to the State of Illinois or the Fire Dept., a charge of \$1,500 to Honeytree Improvement Association will occur, and therefore it will be charged back to the owner renting the clubhouse (lessee).**

22. The Lessee agrees to follow and execute the cleaning polices in accordance with the "Clubhouse Cleaning Polices" attached.

Initials: _____

23. The lessee agrees to use the facilities in accordance with this agreement, and to observe and follow the rules posted in and around the clubhouse.

Initials: _____

I the undersigned hear-by acknowledge and agree to the terms of this contract.

Owner/Lessee Signature

Office Staff/Board Member Signature

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CLUBHOUSE CLEANING POLICIES:

1. The Lessee is responsible for the clubhouse clean up, and it must be completed before rental time concludes.
2. The facilities are to be left in the same condition as they were given to you at the Pre-Party walk through.

Clubhouse Clean-up Check list:

- Waste cans must be emptied and replaced with new bags.
 - Bathrooms
 - Kitchen
 - Main Floor
 - Upstairs/Kitchen Bar Area
- Garbage must be placed inside the dumpster – not next to enclosure or inside the dumpster enclosure.
- If fireplace is used, you must unplug it prior to leaving the premises.
- All fans must be turned off.
- All lights must be turned off.
- All floors must be free of debris/spills.
- Both Kitchen areas must be clean.
 - Counters wiped
 - Dishes washed and put away
 - Sinks clean
 - Stove – empty and clean
- No Food or Drinks left in refrigerator or microwave.
- All doors and windows must be closed and locked.
- Washrooms must be clean and in working order.
 - Sinks
 - Trashes
 - Toilets
 - Stalls
- Party Tables must be wiped clean – these are the only furniture pieces that may be moved around at Lessees digression. (4 circular tables and 4 rectangular tables).
- Blinds must be left open to allow sight into clubhouse.

- Discard all decorations – REMINDER: NO nails, tape, tacks, staples or similar which may deface any surface are to be hung from walls, fans, or their blades.

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Security Deposit Refund:

Providing no repairs, further clean-up, or violation of contract items are noted by staff members or board members upon the conclusion of your rental, your full security deposit will be refunded via check, within 7-10 business days. All refunds must be picked up and signed for in person by the Lessee - No Exceptions. One of the following valid forms of photo ID must be shown for proof of identification at the time of pick up for the check. These are the only forms of ID we accept, and the ID must be current (not expired).

- State Issued ID
- State Issued Driver's License
- Government Issued Passport/Passport Card
- Military ID

In the event that there is note of repairs, further clean-up, or violation of contract items, refund of security deposit may be withheld pending review for 30 days or until the next board meeting, whichever occurs first.

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Pre-Party Walk Through:

I have read and understand this party rental agreement. I understand that my failure to comply to any or all of the above may result in the loss of my security deposit.

Owner/ Lessee signature

Date

Board Member/ Office Staff

Date

NOTES:

Owner/Lessee _____ Date of Rental _____
Printed name

Address _____

FOR OFFICE USE ONLY:

DETAILS:

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Post Party Walk Through:

Comments/ details:

Board Member/ Office Staff _____

Date _____

FOR OFFICE USE ONLY:

Okay to refund in full _____
Partial refund (see details) _____
No Refund (see details) _____

DETAILS: