

Whispering Lake Umbrella Association Clubhouse Agreement

Name: _____ Date: _____

Address: _____

Phone #(s): _____ Reservation Date: _____

Type of Event: _____ Reservation Time to & From: _____

of Guests: _____ Guest arrival time: _____

Clean up time done by: _____ (needs to be scheduled)

The Clubhouse is available to residents on special occasions and at times that will be designated by the Board of Directors. Residents whose Umbrella assessment payments are current may rent the Clubhouse. Rental includes the exclusive use of the main floor, kitchen and patio ONLY. Guests are to remain inside the clubhouse or on the patio during the party.

ALL OTHER AREAS ARE OFF LIMITS including the second level of the clubhouse, pool, saunas or exercise facility, which are available to other residents during the party.

Rates are as follows:

Resident Owner – parties up to 49 people: \$150 rental fee / \$200 deposit. Parties of 50 people or more: \$200 rental fee / \$250 deposit.

Resident Non-Owner (renter) – parties up to 49 people: \$175 rental fee / \$225 deposit. Parties of 50 people or more: \$225 rental fee / \$275 deposit (resident must attend).

Organizations – parties up to 49 people: \$200 rental fee / \$300 deposit. Parties of 50 people or more: \$250 rental fee / \$350 deposit. (Resident must attend if applicable).

Liquor – add \$50 to rental fee which includes host/liquor liability coverage carried by the Whispering Lake Umbrella Association.

I have read and understand the Clubhouse Rental Rules & Regulations. Note that as the individual signing the document is solely responsible for the actions of the event guests and any damage or rule variations, said individual must be present AT ALL TIMES from set up to close.

Terms agreed to and accepted on:

_____, 20____

(Signature)

For Office Use Only:

Deposit \$ _____ Paid on _____

Rental \$ _____ Paid on _____

Refund \$ _____ Paid on _____

1. Reservations must be made and fees paid at least 72 hours prior to use.
2. The Umbrella Association Manager or other designated person must receive a signed rental agreement prior to the event. If the Clubhouse is available, renters may gain access after 6:00 p.m. to decorate the day before the event.
3. Alcoholic beverages may be consumed only by those 21 years of age and over.
4. No smoking is allowed in the interior.
5. Illicit activities, foul language or improper conduct are not allowed. Persons renting the Clubhouse are responsible to maintain proper decorum and enforce the Rules and Regulations.
6. Children must be under adult supervision at all times. Children are not allowed behind the bar area and are not allowed on or near the stairs by the condo units.
7. Clubhouse rental parties must be concluded, cleaned up and be checked out by party check list supervisor by 11:00p.m. There are some cleaning supplies located in the closet by the bar area to use. You may also bring your own to use for clean-up purposes. There is a vacuum cleaner in the front area of the board room.
8. Guests are to park in common area parking lots ONLY. Parking is not allowed on common area roadways or in the Circle Drive in front of the Clubhouse. Once the Clubhouse parking lot is full, it is recommended to have the guests park in the lots behind Condo Buildings 3 and 4 (13000 & 12900 Heiden Circle).
9. All trash is to be placed in SECURELY TIED garbage bags (provided by the Association) and transferred to the larger containers located in the Clubhouse immediately after the party. If the larger containers are full, trash can be left in securely tied bags in the black containers provided by the Association.
10. Prior to leaving for the night, turn off all lights, T.V., stereo and lock the back, front, kitchen and bathroom doors. No raising or lowering of the thermostats. They will be set by Maintenance according to the weather conditions that day.
11. The Clubhouse, including the kitchen area must be thoroughly cleaned by 11pm the day of the event unless otherwise stipulated by the Property Manager. This includes cleaning all tables in the clubhouse.
12. Security deposits will be returned within 14 days of the rental if the property is cleaned and restored back to the condition in which it was received. Otherwise, forfeiture or deductions will be stated in the inspection acknowledgment. The cleaning rate is \$50.00 per hour, over and above forfeiture for failing to abide by the Rules and Regulations.
13. Any damage caused to the Clubhouse or common area property by the party holder or their guests, shall be assessed to the unit owner's account.
14. No plants are to be touched or moved from their original positions.
15. No blue wood furniture is to be moved or used as a coffee station, snack server or dinner server. No board room furniture is allowed to be moved from the board room to the fireplace room with the exception of the blue chairs. That is the only furniture that may be moved from one room to the other.
16. No interference with the décor decorations (nothing is to be moved – banners, pictures, etc).
17. No interference with the seasonal holiday decorations.

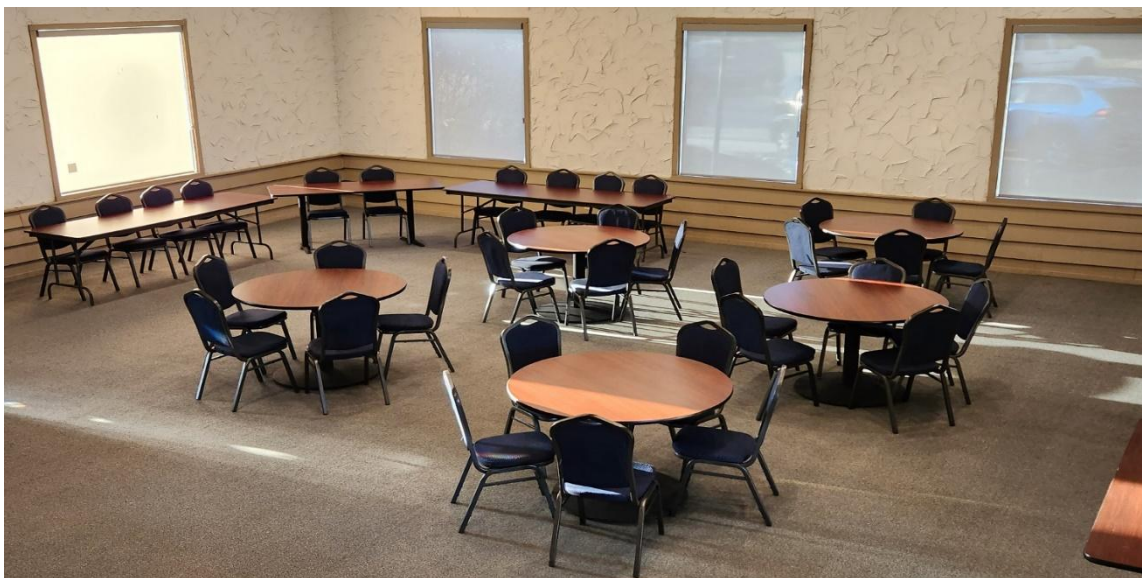
18. No nails, tacks or glue affixed to walls or on wood trim.
19. No raising or lowering of Clubhouse blinds.
20. Nothing is to be glued or affixed to windows except for removable adhesive tape.
21. All food must be removed from the refrigerators after use as well as refreshments and ice.
22. All towels and paper goods must be cleaned up and discarded.
23. All bar area and downstairs kitchen area must be attended to and counters cleaned after the event.
24. No fireplace operation without tutorial 48 hours before event.
25. When setting up the night before a party, one Board Member will greet you and provide direction as needed so that any questions can be asked at that time.

(Please note that no activity shall be carried on in the common area that is annoying or a nuisance to the residents!)

Please note that the WLUA staff that will assist, monitor and check you out for your event are mostly volunteers or management staff that are taking time out of their weekend to make your event as enjoyable as you envisioned. Therefore, please be accurate with your stated times for setup, guest arrival, event ending time and cleanup completion.

Failure to comply with any of the Rules and Regulations as outlined above as set forth in the rental agreement will result in the automatic forfeiture of the security deposit. This is additional to a cleaning fee, or any other fines. If the nature of the infraction or damage is of what could reasonably be considered of egregious nature, repeated offenses, the board reserves the right to suspend privileges indefinitely.

**** Any questions or concerns, please contact the Management Company at 1-847-816-9300 ****



(Please make sure that all tables and chairs are placed back in this arrangement after your party)