

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

Resident/Lessee _____ **RENTAL DATE** _____

Address _____ **HOURS** _____

Phone Number _____ **Purpose of Rental** _____

Available Friday, Saturday & Sundays
Party rental is for a 7 hour minimum.
Additional hours available for \$15 per hour.
Weekdays available on request.

LESSEE MUST BE A RESIDENT AND BE PRESENT DURING ENTIRE RENTAL. Current photo ID with Acacia address is required to rent clubhouse.

◆ LIMIT 100 GUESTS.

◆ Rental includes use of Clubhouse, Great Room, and 4-Season Room. It does not include use of Pool or Pool Patio during summer months.

Non-Refundable Reservation Deposit \$ 50.00
Security Deposit Balance \$ 150.00
TOTAL SECURITY DEPOSIT \$ 200.00 (must be paid by Acacia resident signing contract)
***** Includes the cost of a clubhouse attendant *****

A \$50.00 non-refundable reservation deposit must be paid at the time the rental agreement is signed. The remaining \$150.00 security deposit balance must be paid a minimum of 2 weeks prior to rental date.

Rental dates are reserved when \$50.00 deposit is paid.

Resident will receive confirmation letter guaranteeing the date once an attendant has been assigned and Clubhouse Director has signed contract.

Up to 1 hour prior or after is allowed at an **overtime charge** of **\$15.00 per hour**. Arrangement for the extra hour(s) must be made at the time the rental agreement is signed.

\$50.00 of the TOTAL Security Deposit will be refunded within 2 weeks of rental date if the facility is left in original condition. Any overtime charges will be deducted from security deposit.

The remaining of your total security deposit (\$150.00) is used to pay the attendant and facility overhead.

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 of Directors. Any portion of the security deposit not necessary to repair damages will be refunded.

Lessee must set up and take down all table and chairs. Tables must be covered with tablecloths. Remove all bags of garbage from containers, tie securely and place on the tile floor near the front door or deposit in the dumpster; additional bags are available from attendant.

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.

GENERAL RULES FOR ALL RENTALS

Outside furniture must remain outside. Indoor furniture must remain inside.

It is the responsibility of the Lessee to see that furniture is free of crumbs, etc., 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. Acacia Association is not responsible for any items left behind.

Coat-rack for your guests is located in the Great Room behind the fireplace.

No Smoking is permitted inside the facility. Cigarette butts must be picked up from outside entrance area.

Entrance to the pool or pool patio area is prohibited. You and/or your guests must NOT go beyond wrought iron fence.

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/LESSEE SIGNATURE _____ DATE _____

**ACACIA ASSOCIATION
CLUBHOUSE DIRECTOR SIGNATURE _____ DATE _____**

*******AMOUNT PAID*******

Reservation Deposit \$ _____ _____

Date

Security Deposit Balance \$ _____ _____

Date

TOTAL Security Deposit Paid in Full \$ _____ _____

Date

_____ Picture ID (Driver's License) of Acacia Resident/Lessee REQUIRED with rental agreement.

RENTAL AGREEMENT CONFIRMATION WILL BE SENT IN WRITING TO RESIDENT WHEN APPROVED BY ACACIA BOARD MEMBER.

**ACACIA ASSOCIATION RENTAL AGREEMENT
CONFIRMATION**

To be completed by Acacia Office and sent to resident/lessee

Resident/Lessee _____

Address _____

Phone Number _____

Rental Date _____

Rental Hours _____

Special requests, etc. _____

ACACIA ATTENDANT ASSIGN _____

Acacia Clubhouse Director Approval _____

Sent By _____ **Date** _____

Office Manager