

# Atrium Homeowners Association Clubhouse Rental Agreement

Date of Application: \_\_\_/\_\_\_/\_\_\_

Name of Homeowner: \_\_\_\_\_  
Homeowner's Address: \_\_\_\_\_  
Homeowner's Telephone #: \_\_\_\_\_

If a tenant is sponsoring the event then the tenant information is also required:

Name of Tenant: \_\_\_\_\_  
Tenant's Address: \_\_\_\_\_  
Tenant's Telephone #: \_\_\_\_\_

Requested Rental Date: \_\_\_\_\_ Start Time: \_\_\_\_\_ Closing Time: \_\_\_\_\_

**RENTAL DESCRIPTION** (include type of activities, number of people, decorations planned, music and other entertainment, type of food and drinks served; number of tables and chairs required, etc. to provide insight into the planned event)

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## **SCHEDULE OF CHARGES**

Maximum # of people	75
Rental fee with cleanup	\$200
Security Deposit	<u>\$100</u>
Total Reservation Amount	\$300

## **UNDERSTANDING OF RESPONSIBILITIES**

I, \_\_\_\_\_, understand that the clubhouse is used and maintained for the benefit of all homeowners and agree that I will treat it with the same care and respect that is expected by the other members of our community. I will be responsible for the behavior of anyone that attends my event and I will insure that they will act in an appropriate manner while they are in the clubhouse area. I have read the **Guidelines for Successful Rental of the Upper Floor of the Clubhouse** and commit that my use of the Upper Floor of the Clubhouse will follow these guidelines.

Guests must park in the outer lots on the West side of the Atrium Condominium building. The Homeowner/Tenant should instruct arriving guests to respect the resident parking areas immediately adjacent to the Condominium and Pine Tree Court areas.

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I will abide by the hours of usage for the upper floor of the clubhouse. All events must be completed by 11:00 P.M. and closure of the clubhouse must be accomplished by Midnight. ***(Exception will be allowed for New Year's Eve only when the event must be completed by 12:30 A.M. and closure accomplished by 1:00 A.M.)***. Guests are not permitted to use the pool area, any of the of the lower floor area or to congregate outside of the clubhouse. The clubhouse facility is a smoke-free environment. Smoking areas are provided as described in the Guidelines for Successful Rental.

I certify that: 1) I understand my responsibilities in sponsoring this rental and; 2) that the information furnished above is a true and accurate representation of the event to be held. I agree to pay all costs, expenses and reasonable attorney's fees incurred by the Association, to enforce the terms of this Agreement and to indemnify and save **Atrium Homeowners Association**, its agents and representatives harmless from and against all liability, claims, demands, suits, losses, damages and judgments, including attorney's fees for the defense thereof, which may arise or result from the use of the clubhouse.

I have enclosed a check for \$300.00 for the rental fee and security deposit for one-day use of the ***Upper Floor of the Clubhouse (including opening and closing of the clubhouse)***. In the event that the Guidelines for Successful Rental are not followed, I understand and agree that all, or a portion of the Security Deposit described in the Guidelines for Rental, will be forfeited.

\_\_\_\_\_  
Homeowner Signature (Sponsor)

\_\_\_\_\_  
Homeowner Signature (Co-Sponsor, Optional)

Address \_\_\_\_\_

If a tenant is sponsoring the event, the tenant's signature is also required.

\_\_\_\_\_  
Tenant Signature (Sponsor)

### **APPLICATION AND APPROVAL:**

1. Call the managing agent to check availability, and reserve the date. See page 3 for agent name, address and telephone.
2. Sign the application, attach rental/security deposit check made payable to Atrium Homeowners Association.
3. Mail the application to the managing agent.
4. You may be called by a representative of the Homeowners Association to interview you concerning the use and to give final approval.
5. Prior to, and after each rental, the sponsors must inspect the rooms and report any damage or concern to the Association representative.

6. Furniture (exception is folding tables and chairs set up for dining and serving of food and/or drink) must not be moved for any reason.
7. Food and table set-up and serving can only be done in the large meeting room area. Bar service tables can be put up under the counter next to the fireplace. Tables may also be placed on the tile floor between the two rooms. Please do not set up food tables in the main seating room. The Board of Directors reserves the right to reject any rental application that it does not believe will result in a successful rental of the clubhouse.
8. A signed, approved copy of the rental form will be returned to you within 3 days.
9. Set up and take down of the tables and chairs are the sponsor's responsibility.
10. After the post-event inspection and approval, your security deposit will be refunded by the managing agent.

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**Comments and Special Instructions:**

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**Post Event Inspection Notes:**      **Date and Time:** \_\_\_\_\_

(Note: The sponsoring homeowner/tenant is encouraged to participate in the Post-Event inspection. A copy of the Post-Event Inspection Notes will be made available upon request).

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**Approved:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Disapproved:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**MANAGING AGENT**

Hillcrest Property Management  
55 West 22<sup>nd</sup> Street, Suite 310  
Lombard, IL 60148  
(630) 627-3303