

LAKEWOOD PRAIRIE HOMEOWNERS ASSOCIATION CLUBHOUSE RENTAL AGREEMENT

SECURITY DEPOSIT: A security deposit of Two Hundred Fifty Dollars (\$250 "Deposit") is required to confirm Clubhouse reservations. The Deposit is refundable if the function is canceled provided that RENTER notifies the Lakewood Prairie HOA Management Company (in writing) no later than 12:00 noon, ten (10) days prior to the function. The Deposit, shall be returned after the date of the function.

AVAILABILITY: Rentals are available on a first come first serve basis (some Holidays listed on the Rules and Regulations documents may be available to rent for an additional fee). Homeowners will not be able to reserve or rent the Clubhouse if their assessment account is delinquent. Three rental times are available:

**1:00 pm to 6:00 pm
6:00 pm to 11:00 pm
1:00 pm to 11:00 pm**

GUARANTEES: It is essential the RENTER provide the LW Prairie Management Company (in writing) with the final arrangements no later than 12:00 noon, ten (10) business days prior to the reservation. The total invoice (Clubhouse rental fee plus any additional fees, as explained herein) is due ten (10) business days prior to the function.

LICENSE & INSURANCE: If you will be using a catering or entertainment 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 75 people are allowed in the Clubhouse.

FUNCTION LIABILITY: Cost for damage to the premises caused by any guests, invitees or other persons attending the Function will be charged to 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 LW Prairie Management Company. 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 rental fee 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 LW Prairie Management Company in advance. NO guests will be admitted to the clubhouse until the Homeowner/Renter is present. The Renter shall be responsible for set-up of tables and chairs.

LATE FEE: Any rental that has not completed the rental checklist and/or vacated the property at the scheduled and agreed time will be charged a \$50.00 late fee.

DECORATIONS: The affixing of anything to the walls, floors, or ceiling using nails, staples, tape, tacks or other substances is prohibited. Glitter, confetti, bird seed, rice and other such materials are not permitted on the premises. A cleaning fee of \$150.00 will be charged to clean up any of the above.

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

POOL ACCESSIBILITY: The pool may be rented Monday to Thursday excluding public holidays.
PRIOR ARRANGEMENTS MUST BE MADE. A pool rental fee of \$50.00 will be charged and a rental form must be completed.

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RENTAL FEE: One hundred dollars (\$100) per rental, \$200.00 for both rental slots (\$75.00 room fee, \$25.00 attendant fee per time slot or \$5.00 per hour). Additional hours may be rented (if available) at a cost of twenty dollars (\$20.00) per hour.

CHAIR RENTAL: Folding chairs are available for rent. 50 chairs maximum are available. Cost is .50 per chair. Please note the chair rental when completing this form.

CLEANING FEES: The LW Prairie 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 LW Prairie 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 LW Prairie cleaning service and performs the clean up themselves, the Deposit shall be returned provided all the following are completed to the LW Prairie 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

Foster Premier, Inc. emergency number 630-462-3144

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“Yes, RENTER plans to clean the Clubhouse and Restrooms after the Function and acknowledges what is required to get the LW Prairie Cleaning Fee refund. LW Prairie may still use part or all of the Deposit if, in the sole judgement of the LW Prairie Management Company, additional cleaning is required.” Renter must provide all cleaning supplies.

OR

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“No, RENTER does not plan to clean the Clubhouse and Restrooms after the Function and agrees to the LW Prairie fee. LW Prairie may still use part or all of the Deposit if, in the sole judgement of the LW Prairie Management Company, 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.

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I have read the rental agreement and agree to the conditions set forth.

AGREED TO AND ACCEPTED THIS: _____
(DATE)

HOMEOWNER NAME (RENTER): _____

Please forward to:

FOSTER / PREMIER INC.
C/O Lakewood Prairie Association
456 B North Weber Road
Romeoville, Il 60446

****DO NOT LEAVE PAYMENTS/CONTRACT AT CLUBHOUSE****

LAKEWOOD PRAIRIE HOMEOWNERS ASSOCIATION CLUBHOUSE RENTAL AGREEMENT

RENTER: _____ DATE OF FUNCTION: _____

FUNCTION TIME: _____

(Due 7 business days prior to Function)

PURPOSE OF RENTAL: _____

TOTAL # OF GUESTS (MAX. IS 75): _____

(Due 10 business days prior to Function)

NAME & PHONE NUMBER OF CATERER: _____

(If Applicable - Due 10 business days prior to Function)

NAME & PHONE NUMBER OF ENTERTAINMENT: _____

(Attach Entertainment Agreement)

(If Applicable - Due 10 business days prior to Function)

SECURITY DEPOSIT (\$250.00): _____

CLUBHOUSE RENTAL FEE (\$100.00 per Function time.

See breakdown on page 2 of agreement): _____

(Due 10 days prior to function date or event may be cancelled)

CLEANING FEE (\$150.00) *OPTIONAL: _____

CHAIR RENTAL _____ # of chairs at .50/each _____

*****PLEASE SEND SEPARATE CHECKS FOR EACH FEE MADE PAYABLE TO
"LAKEWOOD PRAIRIE HOA"**

RENTER ADDRESS: _____

RENTER PHONE #: _____

RENTER SIGNATURE: _____

DATE OF SIGN.: _____

Please forward to:

Foster/Premier, Inc.

% Lakewood Prairie Homeowners Association

456 B North Weber Road, Romeoville, IL 60446