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## Clubhouse Room Rental Application

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Event Date \_\_\_\_\_ Event Occasion \_\_\_\_\_

Set up time: \_\_\_\_\_ Event Time: \_\_\_\_\_ to \_\_\_\_\_

Number of Attendees: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

### Rental Event Hours: 5:00 am – 10:00 pm

	<i>Room Rental Fees</i>	<i>Room Capacity</i>	<i>Room Deposit Fees</i>
Ballroom w/kitchen	\$225	50	\$250
Garden Room	\$175	25	\$150
Walnut Room	\$175	20	\$150
Walnut Room & Patio	\$225	35	\$150
Butterfly Patio	\$175		\$150
Kitchen	\$50		\$100
Grill	\$30		\$100

**\*Total Rental Fee**      \$ \_\_\_\_\_

The rental fee check, deposit fee check, and signed rental form must be submitted to secure the date & room(s). No dates and/or rooms will be held without a signed form and deposit checks. Deposit checks may be returned to the renter upon approval of room inspection. Cash is not accepted.

## CANCELLATION POLICY

The renting member may cancel event at any time; however, a \$100 cancellation fee will be assessed if cancelled less than ten (10) days before the event.

## GENERAL GUIDELINES

- 1) Only a member of the Regency at The Woods of South Barrington may rent a room. The members **must** be in attendance for the duration of the event.
- 2) Residents under the age of 21 **cannot** rent the facility. Proof of residency is required.
- 3) No events held in the Clubhouse or in any other common area shall be used for political events and/or meetings, *or* regularly scheduled religious ceremonies and/or meetings.
- 4) If alcoholic beverages are to be served by a hired vendor, the renting homeowner **MUST** advise Property Management **AND** submit a Social Host Liability Insurance Certificate.
- 5) Only one rental event in a room per day is permitted.
- 6) Set-up is permitted only on the day of the event.
- 7) No overnight rentals are allowed.
- 8) Event guests and children are restricted to the event room and closest bathrooms.
- 9) The fitness room, pool and pool area cannot be used by event guests and/or vendors.
- 10) Floor plans and patio setup must be submitted to management no later than five days prior to the event. Floor plans and setup of the furniture will be arranged by the management. Members, guests, and/or vendors cannot move and/or set up furniture. (Exception: Butterfly Patio)
- 11) Members may bring in rental items such as linens, rental chairs, and tables, food service equipment, food and beverage service ware, flowers, balloons, and decorations **on the same day of the event**. The front door should only be used for deliveries for events to be held in the Garden Room. All other event deliveries should be made to the appropriate event site door(s) closest to the rental room(s).
- 12) Members are not permitted to use Clubhouse linens for private parties. The linens are only for sanctioned events sponsored by the Social Commission.
- 13) Owners are responsible for guest access to the property via the gates.
- 14) Owners may request a 4 digit "rental" code to access the clubhouse. This code is good for the day of the event.
- 15) Building doors **must not** be propped open.
- 16) Open flame candles are not allowed.
- 17) Sterno cans for food trays are allowed.
- 18) Decorations cannot be attached to the walls, windows, or other surfaces.
- 19) The kitchen must be cleaned at the conclusion of the event.
- 20) All food/beverages **must** be removed from the Clubhouse at the conclusion of the event.
- 21) All garbage cans must be emptied, and new liners must be placed in the garbage can at the end of the rental.

- 22) **Garbage bags must be thrown into garbage bins on the back patio. No loose bags allowed next to bins.**
- 23) Smoking is not permitted in the Clubhouse, pool area and tennis courts at any time. Smoking is permitted in the parking lot area but at least 25 feet away from an entry way.
- 24) Clubhouse, pool, and patio property cannot be removed or displaced.
- 25) Parking is available in the Clubhouse lot. Overflow parking must go to the Wood Oaks parking lot. No parking is allowed on Regency Drive or Bridges Drive.
- 26) **All decorations, rental items, food/beverages, and personal items must be removed from the building at the conclusion of the event.**
- 27) Authorized Regency personnel will conduct an inspection at the conclusion of the event, or the next business day, of all rented areas to ensure the rooms have been returned to their original condition. See Checklist.
- 28) At the conclusion of the event, all fans, TVs, sound system and lights (except those on timers) must be turned off.
- 29) No firearms are permitted in the Clubhouse or on common areas.
- 30) Grill use is restricted to a safe cooking area outside the gated area.
- 31) Grill must be returned to original location after use.
- 32) Decorations are only permitted in the rooms being rented. No decorations are permitted in the Clubhouse lobby, foyer, or living room.

## ROOM SPECIFIC GUIDELINES

	<b>Ballroom with Kitchen</b>	<b>Garden Room</b>	<b>Walnut Room</b>	<b>Walnut Room w/Patio</b>	<b>Butterfly Patio</b>	<b>Kitchen</b>
<b>Cancellation</b>	Rental fee and deposit will be refunded if cancelled within ten (10) business days of event.	Rental fee and deposit will be refunded if cancelled within ten (10) business days of event.	Rental fee and deposit will be refunded if cancelled within ten (10) business days of event.	Rental fee and deposit will be refunded if cancelled within ten (10) business days of event.	Rental fee and deposit will be refunded if cancelled within ten (10) business days of event.	Rental fee and deposit will be refunded if cancelled within ten (10) business days of event.
<b>Use of Kitchen</b>	Included in rental	Additional charge as long as Ballroom is not rented	Additional charge as long as Ballroom is not rented	Additional charge as long as Ballroom is not rented	Kitchen cannot be rented	Refer to conditions for each room
<b>Housekeeping Services</b>	Included in rental fee	Included in rental fee	Included in rental fee	Included in rental fee	Not Applicable	Included in rental fee
<b>Furniture Setup</b>	Included in rental fee	Included in rental fee	Included in rental fee	Included in rental fee	Furniture setup is not provided	Not Applicable
<b>Decorations</b>	No decorations on walls or windows	No decorations on walls or windows	No decorations on walls or windows	No decorations on walls or windows	Not Applicable	Not Applicable
<b>Garbage cans and trash liners</b>	Provided	Provided	Provided	Provided	Provided	Provided
<b>Smoking</b>	Not permitted	Not permitted	Not permitted	Not permitted	Not permitted	Not permitted
<b>Removal of furniture</b>	Not permitted	Not permitted	Not permitted	Not permitted	Not permitted	Not permitted
<b>Use of tents or canopies</b>	Not permitted	Not permitted	Not permitted	Not permitted	Not permitted	Not permitted
<b>Use of open flame candles</b>	Not permitted	Not permitted	Not permitted	Not permitted	Not permitted	Not permitted
<b>Use of swimming pool</b>	Not permitted	Not permitted	Not permitted	Not permitted	Not permitted	Not permitted
<b>Use of grill</b>	Additional rental fee applies	Additional rental fee applies	Additional rental fee applies	Additional rental fee applies	Additional rental fee applies	Not Applicable

## **HOUSEKEEPING**

Members must leave the room in the same condition as prior to the beginning of the event. If any extra cleaning is required above and beyond normal event housekeeping, the additional cost incurred will be deducted from the deposit fee and/or billed to member's account.

For any damage to the building, building contents, and/or building grounds that require repair and/or replacement, costs will be discussed at a private meeting attended by the renting member, the Board of Directors, and management. The deposit fee will not be released until after this discussion takes place and may be used to pay for any costs associated with replacement or repair. Additional charges over and above the initial deposit may be applied to the homeowner's Regency assessment account.

## **THIRD PARTY VENDORS**

If the renting member employs party vendors, detailed written notice must be submitted to management 7 days prior to event. A vendor's certificate of insurance in the amount of one million dollars (\$1,000,000) must be submitted 7 days prior to the event date. Vendors must adhere to all Association rules and event guidelines. There will be no storage of vendors' items prior to the event. The renting member must be present when vendors deliver their goods for the event. All third-party vendors shall name the Association as an additional insured.

## **LIABILITY**

The Board and/or management can shut down any event in progress if any part of this agreement has been broken. No monies will be refunded in the event the Board of Directors or management closes down an event.

All owners, occupants, guests, catering vendors, musical vendors, floral personnel, performers, and other persons who utilize the Association's property shall indemnify and hold the Association, its Board members, and management harmless from and against any and all claims, injuries, liabilities, causes of action, including reasonable attorney's fees and costs, that arise out of or result from the use of the Association's property and facilities by said persons. The Association shall not be held liable for the conduct of any such persons.

In the event that alcohol is served by any outside company or vendor on the Association's property, said vendor shall indemnify and hold the Association, its Board members, and management harmless from and against any and all claims, injuries, liabilities, causes of action, including reasonable attorney's fees and costs, that arise out of or result from the presence or consumption of alcohol on the Association's property.

The Board requires that the vendor obtain Host Liquor Liability insurance to protect the association and resident hosting the event. The Host Liquor Liability insurance certificate must be presented seven (7) days prior to the event.

In the event the facility is unusable, the Board of Directors reserves the right to cancel any contracted event. If the event is cancelled by the Board of Directors, all deposits and rental fees will be refunded to the member. The Regency Association assumes no liability if the event is cancelled.

Renter acknowledges, agrees and understand that hosting and attending an event at the Clubhouse may involve inherent danger and risk relating to Covid-19, including, without limitation, the risk of physical illness or injury, death or property damage. RENTER HEREBY ASSUMES FULL RESPONSIBILITY FOR, AND RISK OF ILLNESS, BODILY INJURY, OR DEATH RELATED TO COVID-19 to the undersigned owners, occupants, guests, catering vendors, musical vendors, floral personnel, performers, and other persons due to negligence, active or passive, or otherwise while at the Clubhouse and/or attending an event, function or program.

RENTER HEREBY AGREES TO INDEMNIFY AND SAVE AND HOLD HARMLESS the Association, its directors, officers, employees, contractors, contractor's employees, contractor's independent agents, volunteers and agents (all "Indemnified Parties"), and each of them, from any loss, liability, damages or costs they may incur, whether caused by the negligence, active or passive from Covid-19 while the undersigned, owners, occupants, guests, catering vendors, musical vendors, floral personnel, performers, and other persons while hosting an event at the Clubhouse and the Association Property.

#### **DEPOSIT FEES**

A partial or full amount of the room deposit will be withheld if any part of this agreement has been violated. Any remaining amount will be returned to the member within two weeks after the event. If the renting member disagrees with a deposit hold, the member may make a formal, written request to the Regency Board of Directors, which will review the request and issue a determination at the next scheduled board meeting.

#### **EMERGENCY**

FirstService Residential, 24-hour resident services, at 847.459.0000.

## Rental Agreement

*I have read the Clubhouse Room Rental Rules, submitted a rental fee check and a deposit fee check. I will comply with the guidelines of the rules. I accept full responsibility for the building, its contents, and the grounds on the building exterior, and the actions of myself, my guests, and hired vendors. Failure to comply may lead to charges for any costs necessitated for damage, replacement, and repair to the Clubhouse and/or its contents.*

RENTER: \_\_\_\_\_ DATE: \_\_\_\_\_

### **OFFICE USE**

Vendor's Contract \_\_\_\_\_

Vendor's Certificate of Insurance \_\_\_\_\_

Floor Plan \_\_\_\_\_

Room Fee Check \_\_\_\_\_

Room Deposit Check \_\_\_\_\_

After Event Inspection Sheet \_\_\_\_\_

Room Deposit Check Returned \_\_\_\_\_

Certificate of Insurance – Host Liquor Liability \_\_\_\_\_