



To keep the Clubhouse Party Room
looking it's best for everyone:

**NO DECORATIONS MAY BE ATTACHED TO
WALLS, DOORS, ETC.**

The attendant on duty can provide you with
hooks to attach decorations such as streamers
to the ceiling.

Thank you for your consideration and we hope
you have a wonderful event.

PLEASE RECYCLE

Bins have been provided in the
Party Room/Clubhouse for recycling.





VILLAGE IV ORGANIZATION PARTY ROOM RENTAL AGREEMENT

Pursuant to the Village IV Organization Board of Directors actions approved at the April 26, 1989 regular monthly board meeting and amended at the September 27, 1996. and the December 27, 2000 Village IV Board Meeting, the following rules and regulations agreement will be entered into by BOTH the member, who wishes to rent the Clubhouse Party Room and Village IV.

I. AGREEMENT

- A. All conditions subject to this agreement are valid only when signed by both the homeowner and the Village IV Organization management.
- B. Any changes to this agreement requires a separate written attachment signed by both parties.
- C. **PARTY RENTALS WILL NOT BE PERMITTED TO REMAIN AFTER 1:00 AM.** The hosting member must allow adequate time for cleanup prior to the 1:00 AM deadline or automatically forfeit the \$225 Damage Security Check.
- D. No activity of any kind may be engaged in that will disturb or interfere with the rights and privileges of other members wishing to use other clubhouse facilities.
- E. **The HOST must be present at all times during the party.**
If the host member is found not to be present:
 - 1. The party room rental will be terminated immediately. Guest and members attending the party will be directed to leave the clubhouse.
 - 2. **The host member will forfeit the \$225 Damage Security Deposit.**

II. CANCELLATION POLICY

- A. The member may cancel the party room rental with 8 days or more notice without penalty.
 - 1. Party Room rentals that are canceled with 7 days or less notice will be charged a \$50 penalty fee.
- B. If the Party Room rental is canceled by the Organization for any reason a full refund will be made to the member.
 - 1. The Village IV Board has authorized management to deny access to the facilities at its discretion, without recourse or liability to the Village IV Organization, its management, staff, Board of Directors, or individual homeowners, whenever and wherever management deems it necessary for:
 - a. The protection and safety of its members, their guests, and staff or for,

- b. The scheduling of a priority Village IV Organization clubhouse special event or authorized meeting.

III ACCEPTABLE FORMS OF PAYMENT

A. CHECKS:

1. Two individual checks ***made payable to the Village IV Organization*** will be required to accompany the rental agreement. Checks will be accepted from homeowners and qualified leaseholders only.
 - a. **Damage Security Check:** A \$225 security check will be attached to the rental agreement. This check will only be deposited as full or partial payment for:
 - i. Repairs of damages to the facilities due to the actions of the member and or guests attending the party.
 - ii. Those party rental hours that exceeds the \$225 rental deposit.
 - iii. The violation of any of the rules and regulations published in this agreement.
 - b. **Rental Deposit Check:** A \$225 Rental Deposit check will be deposited and the rental fees of \$30 per hour deducted for the use of the clubhouse party room. Net refunds of the portion of the Rental Deposit check will be mailed 7 to 10 days after the rental date.

Effective January 1, 2008, there is a \$10.00/hr surcharge for ONLY those hours beyond the normal clubhouse operating hours.

Normal Saturday clubhouse hours are 10:00 AM - 10:00 PM. A party that runs from 7:00 PM - 1:00 AM would be charged as follows:

7:00 PM - 10:00 PM : 3 hours @ \$30.00/hour = \$ 90.00
10:00 PM - 1:00 PM : 3 hours @ \$40.00/hour = \$120.00

Billable total for party = \$210.00
 - c. Party confirmations with less than 7 days notice require money orders or certified bank checks for both the Rental Deposit Check and the Damage Security Check. Management will not accept cash for party confirmation payment.
2. **THIRD PARTY CHECKS** are prohibited by the Organization's Membership Rules and **CAN NOT BE ACCEPTED.**

IV HOST CLEAN - UP RESPONSIBILITIES

- A. The host agrees to remove all personal property immediately after the party is over. The host agrees to leave the party room in the same condition as received.
 1. The Village IV Organization will not be held responsible for loss of, or damage to personal items. All personal effects, left in the party room will be stored for a 24-hour period and then disposed of.
 2. A general clean up, shall be completed by the host as part of this agreement. A general clean-up includes the bagging of all garbage, sweeping of the party room floor, removal of

all decorations, spot mopping the floors, wiping down kitchen countertops and appliances, the removal of all unused foods and the removal of any signage, etc. outside the building for the purpose of the party.

- a. If in the opinion of management, conditions warrant additional cleaning, labor charges will appear on the host's \$225 Damage Security Deposit refund check.
- b. Additional cleaning charges will be billed at the rate of \$90 per hour.

V. FEES AND CHARGES

A. RENTAL FEE STRUCTURE:

1. Weekdays, Saturdays/Sundays & Holidays: \$30 per Hour (during normal clubhouse hours).

\$40 per Hour when party goes beyond normal clubhouse operating hours.

B. RENTAL TIME CALCULATIONS:

1. Rental time begins when the hosting member and their volunteer help arrive to occupy the party room with the purpose of setting up and preparing for the party.
 - a. Members generally need to come at least one hour before the guests arrive with enough help to set up tables and chairs, decorate and prep the kitchen for the food and beverages.
2. Rental time ends when the hosting member and their volunteer help depart the party room after completing the cleanup as outlined in this party room rental agreement.
 - a. Members generally need to allow at least one hour after the guests leave with enough help to clean up.
3. Rental charges will be calculated on the quarter hour should the host sign out on the contract agreement after the top of the hour.

VI. PARTY ROOM RENTAL CONDITIONS

A. RESTRICTED USE OF THE CLUBHOUSE FOR PARTIES

The hosting member shall instruct all guests and members attending the party that the use of the facilities is

Amended by Board—1996:

1. **Limited to the lower level Party Room.**
2. **The clubhouse television lounge, weight room, swimming pool, tennis and basketball courts, fitness and spa facilities are not considered part of this rental agreement.**

B. ATTENDANCE LIMITED TO 100 GUESTS AND MEMBERS

Total guests to be expected cannot exceed the party room's capacity of 100, (including all children).

Management reserves the right to cancel the party when the party's attendance exceeds the maximum 100 people. The host member will also automatically forfeit his or her \$225 Damage Security Check.

C. BACHELOR, BACHELORETTE and COMING OF AGE PARTIES are not permitted by the Village IV Organization's membership rules.

1. Management reserves the right to cancel the party when the party's purpose is apparently a bachelor, bachelorette, or coming of age event.
2. The host member will automatically forfeit his or her \$225 Damage Security Check for sponsoring an unauthorized party event.

D. The homeowner's or lease holder with membership rights must be a member in good standing and must have their assessment payments current at the time of the booking and be current at the time of the scheduled party date.

E. No activity of any kind may be engaged in that will endanger life or property or create any additional insurance risk. Management reserves the right to be sole judge in this matter.

F. The Village IV Board has authorized management to deny access to the facilities at its discretion, without recourse or liability to the Village IV Organization, its management, staff, Board of Directors, or individual homeowners, whenever and wherever management deems it necessary for the protection and safety of its members, their guests, and staff.

G. It is the host's responsibility to notify the club staff of any unwanted guest in attendance. The host will be held responsible for all actions of their guests and/or any host hired agent or persons. Management may require guests to sign a party register upon entering the club.

H. No combination of homeowners, each utilizing the (2) guest rules will be allowed the ability to book the club without the normal party room rental checks made payable to the Organization and Party Room Rental Agreement being signed.

I. The Village IV Organization is an Illinois State Registered Not-for-Profit Corporation. The host will not be permitted to book the party room for profit making ventures.

J. Should any aspect of the agreement be broken, the Village IV management reserves the right to terminate the conditions without liability and assess all fees and charges applicable.

K. The Board reserves the right to suspend all privileges, as authorized in the Organization's Corporate Declarations, of the member(s) who misuses and/or abuses any of the Organization's common interests and recreation amenities.

VII. ROOM RENTAL RULES AND REGULATIONS

A. The host and all guests shall obey all the laws, rules and regulations as set forth by the State of Illinois, Village of Woodridge, County of DuPage, and Village IV Organization as they pertain to and effect the operation of the Organization's.

B. Members and their guests will use the Organization's facilities at their own risk and accept full responsibility for their actions.

- C. Alcoholic beverages will not be served to anyone under the age of 21. The Organization will not take responsibility for any individual obtaining alcohol from anyone other than Village IV Organization staff or agents.
1. Violation of the ALCOHOL CONSUMPTION RULES will result in the immediate termination of the party and loss of the homeowners \$225 SECURITY CHECK.
- D. The host member [the signer(s) of this agreement] shall be responsible for the behavior of their guests, including other Village IV members and or any host hired agent or persons, for any damage, physical, personal or otherwise, caused by anyone in attendance at the party.
1. Liability of the host shall include reasonable attorney's fees and other costs incurred by the Organization in the recovery of such damages.
 2. The host is responsible for all monies in addition to and not limited by the full amount of the \$225 Damage Security Check.
 3. Replacement and or repair charges will be based on reasonable costs. Charges will be billed to the host and appear as a lien obligation on the member's Village IV Organization's assessment billing until the account is paid in full.



TABLE AND CHAIR INVENTORY



13 - Round Tables
60" diameter
Seats 6-8

Rectangular Tables
3 - 8 Ft. Long
3 - 6 Ft. Long

Folding Chairs
Seating for up to 100 people



Homeowner's Name: _____ Home Phone: () _____
Address: _____ Work Phone: () _____
Account Number: _____ Cell Phone: () _____
Party Day & Date: _____ Expected Attendance: _____
Set-Up (Arrival) Time: _____ Party Start Time: _____
Type of Party: _____ Party End Time: _____

Rental Agreement

By signing this Rental Agreement, I confirm that I have read, fully understand, and agree to abide by all of the Village IV Organization's Conditions, Rules and Regulations as set forth in the 5 pages of this Rental Agreement which has been given to me and is in my possession. I further confirm by my signing this Rental Agreement that I will be present at all times during the function. I also understand that no release or refund of the security deposit will be made until such time as housekeeping/maintenance approves the condition and cleanliness of the party room. This agreement is null and void unless signed by both the Primary Member & Village IV Management.

Member's Signature: _____ Date: _____
Village IV Management Signature: _____ Date: _____

\$ 50 **Booking Fee** Check #: _____ Date Deposited: _____
\$175 **Party Rental** Deposit Check #: _____ Date Deposited: _____
\$225 **Security Deposit** Check #: _____ Date Deposited: _____

OFFICE USE ONLY

Host Arrival Time: _____ Host Signature: _____ Staff Initials: _____
Host Sign Out Time: _____ Host Signature: _____ Staff Initials: _____
Staff Estimated Attendance: _____

Calculations

Credits: Total Deposit Check Credit(s): \$ _____

Debits: Total Rental Hours @ \$30.00/hr. \$ ()
Total Rental Hours _____ @ \$40.00/hr. \$ ()
(after normal clubhouse hours)

Other Charges: _____

Total of all Charges: \$ ()

Net Refund Due to Homeowner: \$ _____
Amount Due to Village IV: \$ _____
Date sent to Homeowner: _____