



# CLUBHOUSE RENTAL AGREEMENT

CLUBHOUSE RESERVATION DATE \_\_\_\_\_

(The reservation date can only be cancelled or rescheduled 5 days before the rental date for a full refund.)

START TIME \_\_\_\_\_ END TIME \_\_\_\_\_

(Start and end time can only be changed 72 hours in advance of the reservation date and is based on guard availability.)

POOL RENTAL HOURS: START \_\_\_\_\_ END \_\_\_\_\_

NAME (Must be Leaseholder) \_\_\_\_\_

ADDRESS \_\_\_\_\_

DAYTIME PHONE # \_\_\_\_\_ EVENING PHONE # \_\_\_\_\_

TYPE OF EVENT \_\_\_\_\_

NO. OF GUESTS (75 PERSON MAXIMUM) \_\_\_\_\_

**Guard service is provided by Mallard Lake Apartments. For any maintenance emergency, please call our emergency number at (847) 398-1200. If the security guard has not arrived by your reservation start time, please call the office and have the on-call maintenance man paged for building access.**

I agree to be responsible for the condition of the facility after I have used it on above date and to leave facility in the same clean condition in which I found it. I further agree to be wholly responsible for the actions of all my guests and to reimburse Mallard Lake Apartments, LLC, for any repair, replacement, and/or cleaning necessitated by negligence and/or willful acts of my guests or myself. I understand that the clubhouse is a 'No Smoking' facility. Smoking is only allowed outside the clubhouse building, 15ft away from the front door per state laws. No smoking is permitted on the clubhouse deck.

Further, I agree to defend, indemnify and hold harmless the Lessor, its Principals, Agents and Employees from and against all liabilities and expenses including without limitation attorneys fees related to any loss or damage arising from the above identified event.

**I understand and agree to the following:**

1. Clean up must be completed within the reserved time. The party room can only be reserved until 12:00am, no exceptions. Mallard Lake Apartments will supply cleaning supplies including, but not limited to: mop, vacuum, glass cleaner, paper towels, and various disinfecting items. If further cleaning is required due to resident's negligence, a minimum of \$50.00 cleaning fee will be deducted from the cleaning deposit.
2. Rental time cannot be extended at time of the event. If event runs over end time, resident agrees to pay \$100.00/hr with a minimum charge of one (1) hour.
3. Notification must be made in advance to Management if you are going to use the fireplace. The remote controls for the TV/DVD player are available from the security guard. The resident is responsible for any damaged, non-working or missing items after the event.

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4. Guests **MUST** use either designated parking areas or the parking facilities on Hintz Lane. Please do not pull down the fire lane to load or unload vehicle. Damage to the grass and/or failure to comply with this request will be billed out as a minimum of a \$25 fine to your rental account.
5. No barbequing and/or grilling are allowed on the clubhouse decking. The pool deck is not considered part of the clubhouse rental unless the pool is reserved in addition to the clubhouse room.
6. No live bands are permitted at the Mallard Lake Clubhouse. There is stereo/CD equipment available; please use at your own discretion. Mallard Lake is not financially responsible if equipment fails during reservation.
7. I understand that during pool season, the pool may be rented for my event from 8pm to 11pm at a flat rate of \$100.00. This must be made in conjunction with a Clubhouse rental at the normal rental rates or the pool may be rented alone for a fee of \$150.00 for the 3 hours (8pm to 11pm).

**FINANCIAL TERMS**

**THERE ARE TWO RENTAL OPTIONS AVAILABLE FOR THE CLUBHOUSE. THESE FEES INCLUDE THE RENTAL AND SECURITY GUARD CHARGES.:**

\_\_\_\_\_ **Option 1: There is a \$75.00 per hour rental fee due at the time of reservation for a minimum of a two-hour event for any Mallard Lake resident. The rental fee for a non- resident is \$125.00 per hour. On the day of the event, a free thirty (30) minute set up time is allowed during business hours, if available. You can access the Clubhouse by contacting the Leasing Office.**

\_\_\_\_\_ **Option 2: The clubhouse can also be rented for a 5+ hour time period at the rate of \$250. The rental fee for 5 hours for a non-resident is \$350. Additional hours can be added for \$50 per hour. On the day of the event, a free sixty (60) minute set up time is allowed during business hours, if available. You can access the Clubhouse by contacting the Leasing Office.**

The only exception to the free set-up opportunity is if the clubhouse is rented for another party prior to your rental or the office is closed. This set-up is a courtesy only; there is no discount on the rental if the time is not available or used. Changes can be made to the clubhouse rental up to 72 hours before the date of the event. Please make check payable to Mallard Lake Apartments.

**I agree to pay \$200.00 security deposit by check at the time of reservation in addition to the rental fee.** The security deposit will be refunded within 72 hours after the event if the terms of this agreement are met. Lack of cleaning, returning the room to the original condition or staying past your allocated time will result in the forfeiture of a portion or the entire \$200.00 deposit. (See attached itemized cleaning charges. Photographs will be taken but are not required as proof of damage as all damages do not always photograph well). In the event that your total charges are less than \$200.00, the amount owed will be charged to your Mallard Lake rental account and will be due within seven days from your rental date. If there are charges greater than \$200.00, your cleaning deposit will be deposited immediately and the difference will be charged to your Mallard Lake rental account.

I agree to cancel, if necessary, no later than 72 hours in advance of the rental date. If cancellation occurs within 72 hours of the event, all rental fees due will be forfeited.

I understand all of the terms and conditions in this agreement as indicated by my signature below.

Leaseholder \_\_\_\_\_ Date \_\_\_\_\_

Non-Resident \_\_\_\_\_ Date \_\_\_\_\_

Mallard Lake Representative \_\_\_\_\_ Date Received \_\_\_\_\_

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**FOR OFFICE USE ONLY:**

EVENT DATE: \_\_\_\_\_ ADDRESS: \_\_\_\_\_ RENTAL HOURS: \_\_\_\_\_

ML RESIDENT: YES NO POOL RENTAL: YES NO

Rental Fees Paid: Date: \_\_\_\_\_ Check # \_\_\_\_\_ Amount Paid: \_\_\_\_\_ Coupon Value: \_\_\_\_\_

Cleaning Deposit Paid: Date: \_\_\_\_\_ Check # \_\_\_\_\_ Amount Paid: \_\_\_\_\_ Coupon Value: \_\_\_\_\_

Security Deposit Refund: Date \_\_\_\_\_ Initial Resident \_\_\_\_\_ Initial Lessor \_\_\_\_\_

Additional Charges Assessed: YES NO  
 If yes, please describe \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**CLUBHOUSE LIST OF CLEANING CHARGES**

**Please be advised that there is a *minimum* of a \$50.00 fee for ANY cleaning that is necessary, regardless of item cost listed below. Fees owed due to additional cleaning will be due within 72 hours after your clubhouse rental.**

<u>CLEANING</u>	<u>CHARGES</u>
➤ Vacuum carpet	\$20.00
➤ Mop kitchen floor	\$30.00
➤ Mop dining floor	\$30.00
➤ Mop bathroom floors	\$25.00 each
➤ Empty/clean refrigerator	\$20.00
➤ Empty garbage containers	\$20.00
➤ Remove tape from walls	\$50.00
➤ Return furniture to original position	\$30.00
➤ Clean Clubhouse deck	\$25.00
➤ Extra cleaning in bathrooms	\$30.00
➤ Remove decorations/balloons	\$15.00
➤ Wipe off all tables, countertops, and bar	\$20.00
➤ Wipe clean windows	\$25.00
➤ Professional carpet cleaning to due stains/spots	\$75.00

The charges listed above are average prices only, if a higher cleaning cost or repair is needed, you will be responsible for all final costs and the \$200.00 deposit will be automatically forfeited. (For specific details please see terms of the agreement.)

Resident: \_\_\_\_\_ Date: \_\_\_\_\_