

# COLONIAL ACRES CLUBHOUSE Phase V

25865 Jamestown Ct., South Lyon, MI 48178

## CLUBHOUSE Rental Agreement

Rev. April 2024

Requests for rentals and fees will not be accepted more than six (6) months prior to the event. Member/Occupant (hereby called the renter).

Name \_\_\_\_\_ Building/Unit # \_\_\_\_\_ Phone \_\_\_\_\_

<b>FEES:</b> Rental Fee	\$200.00		
Hold the Date Deposit	\$ 75 .00	_____	Date Paid
Balance	\$125.00	_____	Date Paid
Liability and cleaning deposit	\$200.00	_____	Date Paid

Renter requests hiring of professional cleaning staff Yes \_\_\_ No \_\_\_

If yes, circle one: 1. Renter to contact cleaning staff or 2. Event Coordinator to contact cleaning staff

The Hold the Date deposit will be paid at the time of reservation. The amount shall be subtracted from the final payment of the rental fee. Final payment of fee and liability and cleaning deposit will be paid to the Event Coordinator no later than ten (10) days before the event. The Hold Deposit will be forfeited if event is cancelled less than 30 days prior. Liability/cleaning deposit will be returned providing all items on the checklist attached have been satisfactorily addressed and if the Clubhouse has been returned to its original condition. If costs are incurred due to damage, the \$200 will be applied to repair costs. Any Additional costs for repair will be billed to the Renter. Any item on the checklist not completed will be fined as stated on the checklist.

### EVENT INFORMATION:

The event being held is a \_\_\_\_\_ to be held on \_\_\_\_\_

And will begin at \_\_\_\_\_ and end at \_\_\_\_\_.

The approximate number of guests attending: \_\_\_\_\_.

### PREPARATION TIME:

The renter has exclusive rights to the Clubhouse **only** on the day of rental. Any preparations must occur on that day. All government mandates and rules must be followed.

The agreement requires that the Renter be present always during the event. The Renter shall not rent or sublet to any other person, group or organization. It is also understood that no fee or costs of any kind may be charged to any guests at the event. Renter understands and agrees that the total number of guests is limited to a total of no more than One Hundred Thirty (130) as per the South Lyon Fire Department. Smoking is not allowed in the building, pool or deck areas. The Renter also understands that the event be concluded, cleaned up and doors locked by 11 pm. Use the attached door chain to hold door open. Do not wedge things (rock or wood) into the door jam.

**FOOD AND BEVERAGES:**

The Renter may supply their own food and beverages. If a professional caterer is hired, a Certificate of Insurance must be provided to the event coordinator showing the following:

- Caterer has Workman’s Comp Insurance
- Liability Coverage

Insurance must be in effect on the date of the event.

Any food or drink remaining after the event must be removed from the building. Supplies and materials in the kitchen MAY NOT be used for your event. Alcoholic beverages may NOT be served to anyone under Twenty-one (21) years of age. When wiping up spills, use water only. **Do not use any soap products on the floor.**

**DECORATIONS:**

Renter may decorate the facility; however, decorations shall not be fastened in such a manner as to damage the facility. The use of thumbtacks, nails, glues, staples, and all tape except blue/green painter’s tape are specifically prohibited. Do not attach anything to the windows as it damages film on glass. Also, DO NOT attach any decorations to the ceiling fans or walls. No decorations are to be put in the entry hall.

**SWIMMING POOL/POOL TABLE/OUTSIDE GROUNDS:**

It is understood and agreed that the Rental Agreement applies only to the private use of the Clubhouse main/big room, deck and kitchen. The Renter and guests may not use the swimming pool or pool table (including pool cues and balls) during the event. **Do not move the pool table, as it will damage the floors.** Any disturbances outside the Clubhouse that disturb occupants of neighboring units shall not be allowed. Pets are not allowed in the Clubhouse, on the deck or on the grounds. Any violations may cause the event to be terminated.

**LIABILITY:**

Colonial Acres Phase V, Inc. is not responsible for damage or injury to any items or persons in the facility prior to, during, or after the event. Renter is responsible for any damage or breakage of the property, defamation to the building or property, and a liability of personal accident to a guest(s) of Renter’s event.

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

\_\_\_\_\_  
Event Coordinator  
Phone No. \_\_\_\_\_

\_\_\_\_\_  
Renter

**RENTAL CHECKLIST FOR LIABILITY AND  
CLEAN-UP/DAMAGE DEPOSIT RETURN**

Property must be returned to original condition for return of entire deposit.

All decorations removed	\$ 20
All blue tape removed	\$ 20
Tape used on window glass	\$ 50
Tile floors swept/spills cleaned	\$ 20
Floors requiring professional work	\$200
Bathroom cleaned, counter, mirrors, etc.	\$ 20
Clean kitchen sink, counters refrigerator, floor	\$ 20
Sweep all hard wood floors. Only use water for spills	\$ 20
All trash placed in bins outside	\$ 20
All recycling placed in bins outside	\$ 20
Return tables and chairs to original position	\$ 20
Large table tops and extra chairs must be returned to storage.	\$ 20

If Renter has not contracted for professional cleaning, Renter is responsible for all cleaning before vacating the premises.

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Renter Acknowledgement

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Event Coordinator