



Clubhouse Room Rental Agreement

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 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 member **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) Rooms may not be rented for political events, 'for profit' events, gambling events, or regularly scheduled religious ceremonies.
- 4) Only one rental event in a room per day is permitted.
- 5) Set-up is permitted only on the day of the event.
- 6) No overnight rentals are allowed.
- 7) Event guests and children are restricted to the event room and closest bathrooms.
- 8) The fitness room, pool and pool area cannot be used by event guests and/or vendors.
- 9) Floor plans and patio setup must be submitted to management no later than five days prior to event. Floor plans and setup of the furniture will be arranged by management. Members, guests, and/or vendors cannot move and/or set up furniture.
- 10) 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**. These items must be brought in through the ballroom and/or kitchen door. Use of the front door is prohibited.
- 11) Members are not permitted to use Clubhouse linens for private parties. The linens are only for sanctioned events sponsored by the Social Commission.
- 12) Owners are not permitted to use any food that is stored in the refrigerator or freezer, including condiments, water bottles or bagged ice.
- 13) Owners may request a 4-digit code for guest access to the property via the gates. This code is good for the day of the event.
- 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 back patio. No loose bags allowed next to bins.**
- 23) Smoking is not permitted on the Clubhouse grounds.
- 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 and/or the Arboretum shopping center 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 of the areas rented after the event to assess for damage.
- 28) At the conclusion of the event, please turn off lights, except those on timers (including the locker rooms), fans, TVs, sound system and set heat back to original temperature.
- 29) No firearms are permitted on the Clubhouse grounds.
- 30) Grill use is restricted to a safe cooking area outside the gated area.
- 31) Grill must be returned to original location after use.

ROOM SPECIFIC GUIDELINES

	<i>Ballroom with Kitchen</i>	<i>Garden Room</i>	<i>Walnut Room</i>	<i>Walnut Room w/Patio</i>	<i>Butterfly Patio</i>	<i>Kitchen</i>
Cancellation	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.
Use of Kitchen	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
Age Restrictions	None	None	Must be 18 or older to enter this area	Must be 18 or older to enter this area	None	Must be 18 or older to enter this area
Housekeeping Services	Included in rental fee	Included in rental fee	Included in rental fee	Included in rental fee	Not Applicable	Included in rental fee
Furniture Setup	Included in rental fee	Included in rental fee	Included in rental fee	Included in rental fee	Furniture setup is not provided	Not Applicable
Decorations	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
Garbage cans and trash liners	Provided	Provided	Provided	Provided	Provided	Provided
Smoking	Not permitted	Not permitted	Not permitted	Not permitted	Not permitted	Not permitted
Removal of furniture	Not permitted	Not permitted	Not permitted	Not permitted	Not permitted	Not permitted

Use of tents or canopies	Not permitted	Not permitted	Not permitted	Not permitted	Not permitted	Not permitted
Use of open flame candles	Not permitted	Not permitted	Not permitted	Not permitted	Not permitted	Not permitted
	<i>Ballroom with Kitchen</i>	<i>Garden Room</i>	<i>Walnut Room</i>	<i>Walnut Room w/Patio</i>	<i>Butterfly Patio</i>	<i>Kitchen</i>
Use of swimming pool	Not permitted	Not permitted	Not permitted	Not permitted	Not permitted	Not permitted
Use of grill	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 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.

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 event date. Vendors must adhere to all Association rules and event guidelines. There will be no storage of vendors' items prior to 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 resident on the Association's property, said resident 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 member obtain Host Liquor Liability insurance to protect the association and resident. 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 insurance certificate	✓ _____
Floor plan	✓ _____
Room fee check	✓ _____
Room deposit check	✓ _____
After Event Inspection sheet	✓ _____
Room deposit check returned	✓ _____
Certificate of Insurance – Host Liquor Liability	✓ _____