

ORCHARD BROOK CLUBHOUSE RENTAL AGREEMENT

Renter / Homeowner \_\_\_\_\_

Address \_\_\_\_\_

Telephone Number \_\_\_\_\_ Email Address \_\_\_\_\_

Date of Rental \_\_\_/\_\_\_/\_\_\_

Hours to be Rented \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Number of Attendees \_\_\_\_\_ (Maximum 120 People)

Purpose or Use (see below) \_\_\_\_\_

- Weekend Party Rental Fee \$250.00 Enclosed
- Weekday Party Rental Fee \$175.00 Enclosed
- (Weekday Meeting (no food or beverages) \$25.00/hour-restrictions apply)

\$500.00 damage deposit is required for all events. Please deliver two (2) checks payable to OBHA with signed rental agreement as follows:

Rental Check \$ \_\_\_\_\_

Deposit Check \$500.00

The \$500.00 security deposit will be returned to you following a satisfactory post-event walk thru inspection and confirmation of no damage to premises or additional cleaning charges.

Date Deposit & Payment Received \_\_\_\_\_

I, the undersigned, a resident/homeowner of Orchard Brook in good standing agree to rent the clubhouse on the above date for the above function and I will be present at all times during the rental period specified. I agree to use the facilities for the specified purpose as noted above and will not use the premises for any other purpose or for any illegal activities.

I agree to tour the clubhouse and inspect the contents. Upon inspection, I accept full liability for all cleaning and damages. (See Cleaning for details) I agree to clean the clubhouse and to leave the clubhouse clean, swept, mopped, wiped down and all garbage emptied. I understand that supplies including paper towels and garbage bags are not guaranteed and are the renter's responsibility. (See page 2)

I understand that there are no grills or fire pits (or flames of any kind) allowed on the deck (balcony) of the clubhouse. I understand that the downstairs of the clubhouse and the swimming pool are not a part of this rental contract and are off limits to guests of the above function. Any unauthorized use of the lower level of the clubhouse and/or swimming pool facilities in conjunction with the above rental function may result in the forfeiture of the rental deposit and the suspension of swimming pool privileges and clubhouse privileges for one year.

I understand that I am responsible for the safety and conduct of my guests and agree that Orchard Brook Home Association is not liable for any injury resulting from the use of the clubhouse and its premises, including the front walk, parking lot and outdoor deck. I will defend, indemnify, protect and hold harmless Orchard Brook Home Association for any and all claims, losses, damages, expenses (including, but not limited to, attorneys' fees and costs, expert witness fees, and insurance deductibles), liabilities, causes of action for injuries to persons or property or for other damages arising out of, at, or in conjunction with my event, function or rental date, except for those directly caused by the gross negligence or willful misconduct of Orchard Brook Home Association.

I have read the Clubhouse Rental Agreement and policies and agree to all terms and conditions therein.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Orchard Brook Home Association By: \_\_\_\_\_

**The following policies apply to all Clubhouse rentals.**

We try to maintain a supply of toilet paper, paper towels, hand-soap, and 55 gallon garbage bags in the storage room off the kitchen. However, at times, and especially when there are multiple or back to back events, these supplies may be depleted.

**Please walk through and be prepared to supply all your own necessary items. Orchard Brook is not required to reimburse homeowner for the cost of supplies.**

If both dumpsters are completely filled, homeowner may not leave garbage at the clubhouse. Please bring it to your own garbage cans at your residence. We apologize for this inconvenience, but especially during the pool season, it is easy for the dumpsters to become overloaded—and it costs the homeowners association an additional \$250 for each special pickup. Thank you in advance for your cooperation.

**ORCHARD BROOK CLUBHOUSE CLEANING AND DAMAGE CHARGES**

It is the responsibility of the homeowner renting the clubhouse to clean the clubhouse after the party. There are brooms, a vacuum and mop, as well as a utility sink in the storage room off the kitchen. **It is the homeowner's responsibility to surface clean: throw away garbage, wipe down tables and counters, sweep, and vacuum. The premises must be left presentable for the next event.**

Clubhouse cleaning includes:

- Cleaning the bathrooms (wipe counters/clean floors/empty garbage)
- Cleaning the kitchen (floors/counters/sinks/fridge/freezer/stove/cabinets)
- Removing ALL food/beverages from the refrigerator
- Removing ALL items from the freezer including ice bags
- Vacuuming all carpeting
- Dust mopping and/or sweeping the rooms with tile and hardwood floors
- Wet mopping if the floors are sticky

**The following charges will be deducted from your security deposit when applicable:**

- The outside of the building is not “picked up” (cans, paper cups, broken bottles, etc.) \$20
- **Kitchen is not cleaned (stove, sink, counters, refrigerator & freezer inside/outside) \$20** This includes removing everything you brought in. Do not leave any food, beverages, ice, supplies, paper products, dishware, utensils, pots/pans, foil or plastic products, linens, etc. **Please use only water to clean the granite countertops.**
- Any/all carpeting and rugs not vacuumed \$20
- Tables/chairs not wiped down and returned to closet or storage area where found \$20
- Bar and sitting area not cleaned and swept \$20
- Rooms not dust mopped and, if floors are sticky, wet mopped \$20
- Restrooms not cleaned (each restroom) \$20

**Please use only water to clean the granite countertops.**

- **All garbage is not placed in dumpster(s) or removed if dumpsters are full. \$20**

This includes emptying the garbage cans in the bathrooms. There are two dumpsters in the fenced enclosure on the west side of the clubhouse. Garbage should be bagged and completely inside the dumpsters to prevent animals from accessing the waste inside the enclosure. Waste Management does not pick up/dispose of any garbage not in the dumpsters.

- Tape marks or damages to walls from hanging decorations \$20

When you set up your party, please contact Deanna Kane, [clubhouse@orchardbrook.org](mailto:clubhouse@orchardbrook.org), (630) 781-3080. if you have any issues at the time of set up.