

PARK BLOOMINGDALE CONDOMINIUM ASSOCIATION
231 Butterfield Dr. Bloomingdale, IL 60108
CLUBHOUSE RESERVATION APPLICATION

ASSOCIATION DUES MUST BE PAID UP TO DATE IN ORDER TO
RESERVE A CLUBHOUSE DATE

HOMEOWNER NAME: _____
(Homeowner must present government-issued picture ID to attendant (driver's license or state ID only with name and address that matches reservation application) or access will not be granted)

ADDRESS: _____

DAY TIME PHONE: _____

DATE REQUESTED: _____

TIME REQUESTED: _____

SET UP TIME: _____ **15 Minutes prior to starting time indicated on this contract**

NATURE OF EVENT: _____

The Park Bloomingdale Clubhouse contains 2-5ft tables, 20 folding chairs, 1 couch that seats 3-4, 10 side chairs (to include 3 kitchen/bar stools), 1 round table with 4 arm chairs, 1-3 cushion bench and 1 folding table located in the office. The Park Bloomingdale Clubhouse is approximately 30 ft. wide by 45 ft. long. Vacuum cleaner is in the great room closet.

ESTIMATED NUMBER OF PEOPLE: _____ **(Maximum Occupancy: 49)**

WILL ALCOHOLIC BEVERAGES BE SERVED? _____

The homeowner must provide a copy of the first page of the current homeowner's insurance policy with this application.

RENTAL FEES

\$150.00 Day	To	(9:00 am - 4:00 pm)
\$150.00 Evening	To	(5:00 pm – 12:00 Midnight)
\$200.00 All Day		(9:00 am – 12:00 Midnight)
\$200.00 Standard Deposit Amount		

ATTENTION:

PLEASE READ THESE RULES COMPLETELY BEFORE SIGNING THIS AGREEMENT

Staff initial _____

SECURITY DEPOSIT

A security deposit of \$200.00 is required from the homeowner that is renting out the facilities before a reservation will be accepted. Confirmation of the reservation is provided only when the clubhouse reservation application form is completed and a security deposit of \$200.00 as well as a rental fee prepayment check is accepted. Please be advised that the security deposit and rental fee checks will be cashed upon reservation. You may issue one check in the total amount for the rental fee and security deposit. Checks should be made payable to Park Bloomingdale Condominium Association and mailed to the Association c/o EPI Management Company, LLC, 14032 South Kostner Avenue, Suite M, Crestwood, IL 60445.

A refund check for the security deposit will be issued within 14 business days following the date of your event. A cleaning charge will be implemented if you fail to leave the area in the same condition as when you received it. A damage charge will be assessed if any damage is caused to any item or portion of Association property.

CANCELLATION CLAUSE

If You Cancel Your Event: The prepaid rental fee will be returned upon cancellation notice no less than 30 days before the day of your event. Failure to cancel your event within the time period will result in a forfeiture of the rental fee. Forfeiture of rental fee does not include forfeiture of the security deposit

If Park Bloomingdale Cancels Your Event: You agree by scheduling your event for the clubhouse, that if Park Bloomingdale Condominium Association cancels your event the only recourse that you will have against Park Bloomingdale Homeowner's Association, the Board of Directors and EPI Management Company, LLC, will be a return of your prepaid rental fees. You specifically agree as evidenced by your signature below that Park Bloomingdale, the Board of Directors and EPI Management Company, LLC are not responsible for any consequential damages as a result of said cancellation, including but not limited to catering costs, entertainment costs, printing costs, or any other costs stemming from or related to said cancellation.

CURRENT ASSESSMENTS

In order to reserve a room for an event at the clubhouse, the homeowner making the reservation must be current on all monthly assessments due the Association.

PENALTY FOR LATE HOURS

All events must end prior to contract time. All guests must depart with the premises cleaned to pre-event condition at the time stated on the contract. Failure to comply with this provision will result in an automatic late departure penalty and forfeiture of the security deposit.

DAMAGES

User agrees to pay the full costs of any repair to or replacement of property and/or furniture or other possessions of the Association that may occur during the rental period. The security deposit may be retained in whole or in part to compensate the Association for damages, cleaning or theft. In the event that the cost of damages, cleaning or theft exceeds the amount of the security deposit, the homeowner responsible for renting the space will be responsible for all additional amounts and agrees, as evidenced by signature below, to pay said damages within five days upon receipt of an itemized bill. Failure to pay damages may result in revocation of Association privileges, including use of all recreational facilities and possible legal action. The homeowner responsible for renting the space also agrees that failure to pay such damages shall cause said costs to be assessed against his unit, including all legal costs incurred to obtain recovery of said damages.

I HAVE READ, REVIEWED, UNDERSTAND AND AGREE TO ALL PROVISIONS OF THIS DOCUMENT AS WELL AS THE RESERVATION AGREEMENT AND GUIDELINES THAT ARE MADE A PART HEREOF.

Homeowner's signature _____ Date _____

PARK BLOOMINGDALE CONDOMINIUM ASSOCIATION PARTY RESERVATION AGREEMENT AND GUIDELINES

This agreement is a non-divisible part of the Clubhouse Reservation Application and all conditions herein are to the reservation of any space at the "Association Clubhouse."

1. The space rented is to be left in the same condition as it was at the beginning of the reservation time period. Replacing the space to the same condition includes vacuuming, cleaning tables and replacing them to their storage areas, emptying all garbage, and returning furniture back to its original positions. The clubhouse will provide a vacuum cleaner. Homeowners are required to bring trash bags, linens, ice and any other party supplies. Homeowners are required to take out all garbage to the dumpster located in the parking lot. Failure to comply with the above cleaning specifications will result in forfeiture of part or all of the security deposit. The amount to be withheld will be determined by the Clubhouse Manager.
2. The time allocated for cleaning the premises and returning them to the same condition as they were when you arrived is included in your rental time period. If your rental time is to end at 12:00 pm that means all clean up is to be concluded by 1:00 pm. If clean up or your event runs past the contract time you will be assessed \$100.00 and forfeit the \$200.00 security deposit. The staff does not have the authority to extend the hours past the contract time under any circumstances. Refusal to leave at the designated time will prompt a call to the Association to call the Police Department to enforce departure. This time can be discussed to satisfy all parties.
3. Alcohol is permitted only upon prior reservation and with a copy of the 1st page of the current Homeowners insurance policy on file with the Association. The 1st page of the insurance policy must be provided with the reservation application.
4. No alcohol is allowed outside of the space being rented. No alcohol permitted in pool area, tennis/basketball court area or parking lot at anytime. Use of alcohol by minors is strictly forbidden. Park Bloomingdale Homeowners Association has the right to prosecute any person who violates this provision.
5. Smoking is not allowed in any area of the clubhouse.
6. Neither guests, nor homeowners, are allowed in any part of the building other than the room space specifically reserved for the event and the restroom facilities.
7. Use of the pool and exercise room equipment is strictly prohibited.
8. Children under 18 must be supervised by an adult at all times during the event and must be kept in the room being rented.
9. Decorations are permitted. If balloons are used, they must be secured so as not to interfere with the ceiling fans in the Great Room. If any balloons must be retrieved by Park Bloomingdale, a fine will be deducted from your security deposit. No tape or tacks are allowed on the walls. If tape is used on windows, it must be removed before leaving. Failure to do so will result in a cleanup penalty. Barbeque grills or any other type of cooking equipment other than that made available by the Association is not allowed.

10. Moonwalks, live animals, or any other type of recreational equipment is not permitted on or in the clubhouse property.
11. Music is permitted so long as the volume is not excessive. Volume will be deemed excessive if there are complaints. Also, foul or inappropriate language or behavior is strictly prohibited.
12. No cover charges, admission fees or contributions for public, private or non-for-profit organizations may be collected for events held by Homeowners within the clubhouse.
13. The clubhouse will be inspected prior to and at the conclusion of the function (or the next day) by a Board member and the homeowner whose signature appears on the contract, for damages and cleanliness. The Homeowner will be notified of any item not in compliance with the terms and conditions of this agreement. The clubhouse attendant is required to be in the building during the entire event and shall from time to time enter into the space being rented by the Homeowner.
14. The Park Bloomingdale Board is not permitted to alter the terms of this Rental Agreement without written consent of the Board of Directors or the Clubhouse Manager.
15. The Park Bloomingdale Homeowner's Association, the Board of Directors and EPI Management Company, LLC are not responsible for lost or stolen personal property.
16. The homeowner is responsible for setting up all tables and chairs at the start of rental time period. No one will be allowed into the room prior to start time in order to set up for party.
17. No glitter decorations or plastic confetti is allowed in the Clubhouse.
18. No fog machines are allowed in any area of the clubhouse.
19. The homeowner must be present through the entire time of the party rental. Homeowner must present government-issued picture ID to attendant (driver's license or state ID only with name and address that matches reservation application) or access will not be granted.
20. Any disturbances that are not immediately resolved or any harassment of any nature to the staff, will prompt the summoning of the Bloomingdale Police Department.
21. If an administrator or other staff member has to be called in, there will be a minimum fee of \$75.00 dollars.
22. The decision to summon Police or request to end the function will rely on the discretion of the staff on duty alone and is not to be disputed. Failure to comply will result in the undersigned Homeowner, and the immediate family residing at the Homeowner's address, relinquishing all privileges and access to the clubhouse and all the associated facilities for a period of one (1) year.

By my affixed signature below, I agree that I have read, understand and agree with each and every provision contained herein, and will be bound this agreement.

Homeowner's signature _____ **Date** _____