

CLUBHOUSE LEASE RULES AGREEMENT

Lake Thunderbird Association  
2 Lake Thunderbird Drive  
Putnam, Illinois 61560

Lessee: \_\_\_\_\_ Event Date: \_\_\_\_\_

See List of Fees for pricing:  Member Wedding  Member Small Event  Non-member Wedding

**PAYMENT BY CHECK OR CREDIT CARD ONLY – NO CASH ACCEPTED  
IF LESSEE CANCELS EVENT, ALL MONIES PAID WILL BE FORFEITED**

The following rules and rates apply to the leasing of the clubhouse.

1. A hold harmless agreement and completed lease agreement must be signed and returned with the deposit of \$250.00 **AT TIME OF RESERVATION** with full payment due one month prior to rental.
2. If serving alcohol of any kind, a copy of your Liquor Event Insurance must be given to the Lake Thunderbird office (your homeowner's insurance may provide coverage).
3. Maximum seating for the clubhouse is 140. (We have table and chairs for 140 people).
4. Exclusive use of the clubhouse is available from the time of regular closing hours until 12:00 a.m. (midnight). Until then, only the upstairs room is EXCLUSIVE. The Vestibule is not included in rental.
5. Extended hours after 12:00 a.m. (midnight) but not to exceed 2:00 AM, at an additional rate of \$100.00 per hour (maximum 2 hours).
6. Request to use the stove must be given at time of agreement. If we must call someone to come in to turn on the gas there will be an additional \$100.00 charge.
7. Clubhouse key must be placed in drop box after event.
8. A refund of the deposit is contingent upon the following conditions:
  - a. The clubhouse must be left in the same condition as found.
  - b. All clean up must be completed by the end of the event. All furniture replaced as found, all garbage removed to the waste receptacles outside on deck, kitchen & counters all cleaned, floors swept and spot mopped. If using stove, turn off. All doors locked, windows shut, all alcohol and food removed. See attached sheet for more detailed list.
  - c. Cost of any damages or extra cleaning will be deducted from the deposit. Any damages in excess of \$250.00 will be the liability of the Lessee.
  - d. Failure to return key will result in loss of entire deposit.
  - e. Deposit will be returned as soon as possible after the first working day following said Lease, less costs, if applicable.
9. Cleaning service available based on availability. Must notify office in advance (agreement between lessee and cleaners).

Name: \_\_\_\_\_ LTA PIN: \_\_\_\_\_

Contact number: \_\_\_\_\_ Number of guests: \_\_\_\_\_ Cost: \_\_\_\_\_

Paid  Liquor Event Insurance Received  Hold Harmless Agreement  Stove

Cleaning Service  Additional Rental Hours: \_\_\_\_\_  Key Issued # \_\_\_\_\_

Rental Deposit     Check # \_\_\_\_\_

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

Date Key Returned: \_\_\_\_\_ Deposit Returned: \_\_\_\_\_     Shred     Mailed