

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

3% TRANSACTION FEE ADDED FOR ALL CREDIT CARDS

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. Rental includes exclusive use of the upstairs event room. The vestibule and downstairs area are not included in the rental.
5. Extended hours (if available): 1) After 4:00 p.m. the night before, at an additional rate of \$75.00 and 2) 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 by lower level door 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. See Clubhouse Cleaning Agreement document for 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. Work with office in advance if cleaning services requested.

Name: _____ Contact Number: _____

Number of Guests: _____ ☐ Stove ☐ Liquor Served ☐ Cleaning Service ☐ Additional Rental Hours: _____

Signature: _____ Date: _____

Office Use Only:

☐ Liquor Event Insurance Received ☐ Hold Harmless Agreement ☐ Cleaning Agreement

☐ Fee Paid: _____

☐ Key Issued # _____ Date Key Returned: _____

☐ Rental Deposit: _____ Deposit Returned: _____ ☐ Shred ☐ Mailed