

Village of Eagle Creek Clubhouse Rental Application

Please tell us if you are a: Owner/Tenant (Please circle one)

Owner Name: _____

Phone: _____

Tenant's Name : _____

Phone: _____

Renter's Information to be entered below:

Address: _____

Unit #: _____

Parking Spot# _____

Alternative Phone#: _____

Day/Date Requesting to rent the Clubhouse: _____

Purpose of Rental (Event/Party): _____

Approximate Number of Guests: (Maximum ~ 50 persons) _____

Hours the Clubhouse will be occupied: _____

(Note: Rental times are between the hours - 10:00am - 10:00pm (Set-up is allowed at 8am))

Table/Chair Rental: **(Note: There are (4) Round & Square Tables – 50 Chairs Total to Rent**

Square Table _____ Qty. **Round Table** _____ Qty. **Chair** _____ Qty.

Check if completed:

Clubhouse Rental Fee: \$200.00 Security Deposit Fee: \$500.00 Photos taken

Review of Rules for Rental All Documents are signed Initial each line item

I, _____, (Homeowner / Tenant name) request to rent the Village at Eagle Creek Clubhouse. I have read and understand the rules and policies stated herein, and agree to abide by them. If any of the ruler and policies is violated, or any damages are done, I understand I will forfeit some or all of my \$500.00 damage deposit. Spot or stains to the hallway carpet or tears or rips to the flooring will result in a minimum of \$150.00 charge for cleaning or more if necessary.

This is a non-smoking clubhouse and if anyone smokes during your rental, all of the damage deposit will be forfeited. **Please initial here:** _____ Upon signing this agreement to rent, I am assuming ALL responsibility for any damage done by any or all persons/guests at the Village at Eagle Creek Clubhouse. The clubhouse coordinator will inspect the facility following the rental, and will determine if change will be deducted from the security deposit. I, _____, agree to be present at all times during the rental. **No Beer, Kegs, Alcohol or loud music is allowed.**

The Clubhouse MUST BE VACTAED BY 11:00PM No Exceptions!!!

Owner or Tenant Signature: _____ Date: _____

VEC Clubhouse Rules & Regulations:

This document includes:

- A. Procedure to reserve the Club House
- B. Clubhouse General Rules and Regulations
- C. Special rules for parties by/for minors
- D. Clean up of the Clubhouse facilities
- E. Security Rules
- F. Party / Events Decorations rules
- H. Additional Rental Fee's schedule
- ~ Table & Folding Chair Rental Fee Schedule

A. PROCEDURE TO RESERVE THE CLUB HOUSE:

1. Rental Fee of: **\$200.00 per Event** (rate increase Beginning January 1, 2020)
2. Reservations may be made up to a maximum of six (6) months in advance. The clubhouse will not secure a day and date until both fees are cleared. Your application must be in 45 days prior to your requested day & date and the fees paid within 30 days of the event. No less!
3. A security deposit of **\$500.00 is required** and made payable to:

Initial here: _____

Village of Eagle Creek HOA Association – Clubhouse Security Deposit

The security deposit may be retained by the association as part payment of any expenses for cleaning, damage and/or loss to the association property. If the deposit is not sufficient to cover the fair value of such cleaning and property, then the homeowner/tenant will be responsible to reimburse the association for any additional expenses as determined by the board. If the homeowner/tenant still doesn't pay the fees, homeowner/tenant will not be able to rent the facility again and you will then be turned over to "Small Claims Court" immediately.

The clubhouse key is released to the homeowner/tenant when the following occurs:

- a. Club house reservation agreement is read and signed & the Security deposit is received.
- The security deposit is refunded when the following occurs:***
- b. The key must be returned by 12:00 noon the following day to the drop slot and will be checked by Security or Clubhouse Coordinator. If the key is not returned by 12:00 noon then you will be charged a late key return fee.
 - c. The club house facilities are inspected for damage or loss by a member of the club house committee and if found in acceptable condition the following day or next business day you will receive a full refund.
 - d. The clubhouse reservation agreement is then closed and if any damage or loss to the association property or personal injury has occurred a bill will follow via email.
 6. The homeowner/tenant is responsible for **ALL** clean-up of the clubhouse facilities (including outside grounds) immediately after the party.
 7. Your Security Deposit will be returned **within 10 days** after your rental if there are no damages to VEC clubhouse. If there is any damage, then it will be held until further investigation and a bill will be sent to the owner/tenant to collect the charges within 10 days after.

Initial here: _____

B. CLUBHOUSE GENERAL RULES AND REGULATIONS:

1. *The club house facilities are for the use of homeowners/tenants and their guests, only.*
~**The clubhouse is not to be sublet out to anyone that is not an owner/tenant Period!** ~
2. The clubhouse closes at 11:00pm. If your end time for your Event/Party will be at 10pm, you will have 1 hour to clean and vacate the premises before 11pm. No Exceptions!
3. Any homeowner may delegate their night of enjoyment of the clubhouse facilities to their tenants who reside on the property. Such member shall notify the President of the Association in writing of the name of any such tenant. The rights and privileges of such Tenant is subject to suspension to the same extent as those of the owner.
4. *During any period in which a member is in default in the payment of monthly dues or special assessment levied by the association, the right to use will be suspended by the board of directors until dues or assessment(s) are paid in full. No Exceptions!*
5. For violation by the homeowner/tenant or their guests of any rules and regulations established by the board governing the use of the clubhouse facilities, the right to use of a member will be suspended for a period to be determined by the board.
6. No illegal substance will be allowed at any time in the clubhouse (including grounds.)
7. The homeowner/tenant must be present for the entire time the clubhouse facilities are in use. *a homeowner/tenant or parent must accompany children while in the club house.*
8. The clubhouse facilities must be vacated by 11:00pm, NO EXCEPTIONS!
9. No animals (pets) are allowed in the clubhouse at any time.
10. No homeowner/tenant may reserve the clubhouse facilities on a regular basis more than once a month for a group that is not comprised of at least 50 per cent Village residents.
11. **Absolute maximum number of people allowed in club house is 50.**
12. The outside doors must be kept closed when the air conditioner/heat is on.
13. The homeowner/tenant is responsible for the conduct of his/her guests and proper behavior to prevent damage and excessive noise.
14. *Any Board Member or Security Team member of the Village may stop in during any event or party if there is any indication rules and regulations are being violated. Proper authorities (Security/Police/Sheriff) will be notified immediately.*
15. No smoking is allowed of any kind (Cigarette, Cigar or Vapor) in the Clubhouse.
16. Monitoring – For the safety and security of the Association and its members, the Clubhouse is monitored by a monitoring system. Anyone found to be in violation of these rules or engaging in illegal activities will be prosecuted to the fullest extent of the law if possible.
17. Owner/Renter will be responsible for any damage occurring to any furniture or fixtures during their use of the main club house room.
18. Owner/Renter is responsible for the conduct of all their guests at all times.
19. *The swimming pool and pool deck area are for the VEC community and cannot be reserved or used for any rental.*
20. The Bathroom is open to the Gym/Pool persons as well as your guests. Be mindful of this during your rental.

Initial here: _____

C. SPECIAL RULES AND RULES FOR PARTIES BY/FOR MINORS:

1. One (1) adult must be present at all times for a minor's party. (Age 1-18) The homeowner/tenant must be included.
2. No alcohol is to be served at an under aged party.
3. If at any time the noise level becomes a problem, you may be asked to leave if it is not corrected the 1. time.
4. The two doors inside of the clubhouse that lead to the 2 sides of the Pool Deck are to remain locked and shut at all times. The only exception to Exiting through these doors are only in the event of a Fire.

No Exceptions!

Initial here: _____

D. CLEANUP OF CLUBHOUSE FACILITIES: *Cleaning Supplies are in the Janitor Closet for your use*

- 1.) VEC supplies Towels, Dishcloths, Paper Towels, Trash Bags, Mop, Swiffer, Cleaning products and a Vacuum Cleaner for carpet in the entryway area.
2. Remove all trash (inside and outside of the clubhouse).
DO NOT leave trash at the Clubhouse. It is to be taken to the trash area in front of the 7230 Building across from the Clubhouse.
3. Clean all club house areas used: Bath room, Kitchen, Sinks, Appliances, Tables, Door Glass, etc.
4. Vacuum Carpeting.
5. **Return all furniture to original location or a fee will be assessed to you.** (See Fee Schedule)
6. Set thermostat back to 70 degrees (winter heat), or 70 degrees (summer air conditioning.)
7. Leave Refrigerator turned ON with all doors remaining closed.
8. Turn OFF Stove burners and Oven.
9. **Turn OFF all inside lights.**
10. **Lock all doors and windows. (Please double check that ALL doors are locked)**

Initial here: _____

E. SECURITY RULES:

Indiana Securities Team are contracted to patrol at VEC. They will be Patrolling our Property and are your go to for any problems regarding any onsite Security issues.

Security Guards have the Authority to:

1. End an Event/Party due to noise levels after the 1st warning is issued.
2. Patrol your Event/Party if there is any suspicion of any illegal activity in or outside of your event.
3. Ask for anyone to leave if they are exhibiting any behavior unbecoming, pose a threat, damage any property or break any of VEC property/community rules including – being in an unauthorized area not included in your rental (Pool area/Deck/Gym or Sauna).
4. **They have the right to ask you to vacate the clubhouse at 11:00pm and 11:01pm start the reporting for any additional minutes over to be charged to you up to 30 minutes over and then the lock out begins. You will be asked for the key and any belongings left will have to be picked up the following day from the President/Property Manager.**
5. To report if any car is not parked properly, in someone's reserved spot or parked anywhere illegally. They can issue you a warning, sticker or even call for an immediate Tow if someone refuses to move their car or a car is not claimed in the event of escaping a ticket/warning.

~~At the end of your event they will make sure that every door is locked and all windows are closed. If this was not completed by you or member of an Event/Party, then you will be charged a fee. ~~

Initial here: _____

F. PARTY / EVENT DECORATIONS & SMALL APPLIANCE RULES:

1. **NO nails, tape is to be used to hang pictures, streamers, balloons on the walls or doors. Use of confetti, silly string, glitter, or the like is Prohibited - Nothing should ever be hung from the lights or any fixtures.**

2. **NO large deep fryers (i.e. turkey fryers, commercial fryers, griddles, waffle makers, electric plate, crock pot... etc.) of any kind are to be used inside or outside the facility.**

These appliances can trip Breakers in the Electrical Box and cause issues or even Fire.

~There is a full kitchen provided with: Refrigerator, Stove and Microwave~

3. **Balloons can be in the clubhouse but they must be on a weight, No Exceptions!**

4. **Decorations can be used on tables, folding chairs & the Bar area. Balloons on weights can be placed on the floor as well to float.**

Note: When moving furniture around, please pick it up and move it. Heavy items moved across the flooring will damage the furniture and the flooring.

Initial here:_____

G. ADDITIONAL RENTAL FEE'S CHEDULE:

Fee Schedule for Use of Clubhouse:

Maintenance fee.....	\$ 50.00 per hour
Security/Cleaning	\$ 50.00 per hour
Late Clubhouse Key Return.....	\$ 25.00 flat fee
Electrician Trip Fee.....	\$ 125.00 an hour & up
Furniture replacement	\$ 50.00 per hour
Table & Chair teardown.....	\$ 50.00 per hour
Removal of Decorations.....	\$ 50.00 per hour
Removal of Smoke (Cigarettes – misc)	\$ 50.00 per hour
Replacement of damaged furniture.....	\$ Pricing varies
Spot or Tears to Flooring/Burns to Counters/Window – Door damage.....	\$ Pricing varies
After Hour Fee.....	\$50.00 per ((10 minutes up to 30 minutes & then lockout will begin.))

(Security/cleaning deposit will be returned in full if clubhouse requires no additional cleaning, all rules outlined in the VEC Clubhouse Rules are followed and nothing is broken or damaged during use. The key is to be returned by 12:00 noon the following day to the mail slot which will be checked. If the key is not returned by the time stated, then a \$50 key fee will be accessed to your Bill.)

~~ The homeowner/tenant is responsible for clean-up of clubhouse facilities (including outside grounds by the entry club house door, sidewalks and parking spots left with any debris) immediately after the event.~~

Initial Here:_____

H. TABLE & FOLDING CHAIR RENTAL FEE'S:

Square Table – 8 Feet long (Seats up to 10 people)

Square Table = \$ 5.00 per Table Folding
Chair = \$ 1.00 per Chair

Round Table – 5 Feet wide (Seats up to 5 people)

Round Table = \$ 5.00 per Table Folding
Chair = \$ 1.00 per Chair

~ Prices are comparable to “Classic Rental & Party City Rental” (Table - \$7.75, Chair \$1.75) ~

Table and Chairs can be rented and are payable at the same time as you pay the Rental & Security fee.

(((Please indicate on your application if you will need to rent any supplies)))

Table & Chairs are to be returned to the Front area by the Maintenance room door after your Event/Party or you will be assessed a tear down/removal fee.

Important Contact Info:

Indiana Security Services - VEC Security - (800) 918-0151

Police – Pike Township Non-Emergency - (317) 328-3811

Police – 911 Emergency Fire Department – 911

EMT/Ambulance Services – 911

Administrative Office Staff Info:

Gia Renee – President & Clubhouse Coordinator

Phone: **(317) 732-5020**

Email: thevillagevp@gmail.com

Ryan Beres (Kirkpatrick Mgmt) – Village of Eagle Creek Property Manager

Phone: **(317) 558-5354**

Email: rberes@ekirkpatrick.com

After hours Emergency: Kirkpatrick Mgmt. (317) 570-4358