



**For Office use only**

Deposit rcvd \_\_\_\_\_  
 Insurance rcvd \_\_\_\_\_  
 Deposit returned \_\_\_\_\_

**CLUBHOUSE RENTAL INFORMATION AND LEASE AGREEMENT**

RENTAL DATE \_\_\_\_\_ TIME \_\_\_\_\_

PROPERTY OWNER RENTING CLUBHOUSE (hereinafter referred to as Lessee)

Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_ Lot # \_\_\_\_\_  
 Email Address: \_\_\_\_\_

NAME OF PERSON USING CLUBHOUSE

Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Address: \_\_\_\_\_ Lot # \_\_\_\_\_  
 Email Address: \_\_\_\_\_

**DEPOSIT SHOULD BE RETURNED TO (INCLUDE NAME AND FULL MAILING ADDRESS):**

Name	Address	City	State	Zip Code
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**RENTAL FEE:** Please make check payable to ACLPOA in the amount of your rental fee (see chart below) and return with completed agreement. Requested date will not be finalized until rental fee and agreement are returned.

<u>USAGE</u>	<u># in Party</u>	<u>Fri/Sat</u>	<u>Sun-Thur</u>	<u>**Non PO</u>
<b>Weddings/Receptions</b>	1-250	\$450 (**\$550)	NA	
<b>Parties/Open Houses</b>	1-75	\$125 (**\$225)	\$100 (**\$200)	
	76-150	\$275 (**\$375)	\$200 (**\$300)	
	151-250	\$450 (*\$550)	\$400 (**\$500)	
<b>Business Meeting (Mon-Thur only)</b>	1-100	NA	\$100	**\$200
	100-250	NA	\$200	**\$300
<b>ACL Club Fee:</b> Non-ACL events, etc. Does not include monthly meetings	\$ 25			
<b>ACL Employee</b> (restrictions apply)	\$ 25			

**SECURITY DEPOSIT:** \* A security/damage deposit is due within 30 days of the rental in the amount equal to the cost of rental as and for security deposit of our premises. This deposit will be refunded by ACLPOA within 30 days of the completed event based on the satisfactory condition of the facility.

**CANCELLATIONS:** Cancellations made within:  
 120 days of rental date..... Full refund of rental fee  
 90 days ..... 75% refund of rental fee  
 60 days ..... 50% refund of rental fee  
 30 days or less ..... No refund of rental fee

\* Security Deposit will be refunded in full in the event of a cancellation regardless of when cancellation is made.



## ACLPOA CLUBHOUSE LEASE AGREEMENT

**PLEASE CIRCLE ONE:** The lessee (**WILL**) or (**WILL NOT**) serve liquor at the party. **NOTE:** *If complimentary alcoholic beverages are provided to the guests of the lessee, the lessee must provide ACLPOA with a copy of their homeowner's insurance that shall stipulate that the lessee has host liquor liability. (See policy-page 6.)*

This agreement made the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_ between Apple Canyon Lake Property Owners Association, Inc. (hereinafter referred to as ACLPOA) and \_\_\_\_\_ for the rental use of the ACL Clubhouse.

It is mutually agreed that this Agreement grants the lessee and guests use of the ACL Clubhouse for the sole purpose of \_\_\_\_\_ with an expected attendance of \_\_\_\_\_ guests on the day of \_\_\_\_\_, between the hours of \_\_\_\_\_ & \_\_\_\_\_.

In consideration of the privileges hereinafter granted by ACLPOA, Lessee is hereby granted the right to occupy and use the ACL Clubhouse for the purpose set forth, subject to the terms and conditions of this agreement. ACLPOA shall permit Lessee the exclusive use of the Clubhouse for the purpose, date and time listed above.

Lessee shall be required to submit the amount equal to the cost of rental with the ACLPOA as and for security deposit of our premises. In the event of damage to or the need for additional cleanup of premises, ACLPOA specifically reserves the right to offset the security deposit in and equal to the cost of repair or cleanup. In the event that the damages exceed the amount deposited, Lessee will be required to pay all cost and expenses, including attorney's fees and court costs incurred by ACLPOA in repairing or enforcing any of the terms, provisions and covenants provided herein. In addition, any linens or materials that are the property of ACLPOA that are used by the lessee must be laundered, pressed and packaged as received and returned to ACLPOA before the security deposit will be returned.



**LESSEE RESPONSIBILITIES**

1. Lessee shall be responsible for clean-up related to the use and occupancy of the premise. All lights and kitchen appliances must be turned off and cleaned. All garbage must be bagged and left on tile floors. Premises must be returned to the original condition subsequent to the rental. Clean-up charges will be deducted from the deposit if the premises are not returned to their original condition.
2. Lessee agrees to pay ACLPOA for the rights and privileges herein granted the amount set forth below: The Sum of \_\_\_\_\_ for the use of the clubhouse. The sum of an additional fifty (\$50) dollars per hour for any rental that exceeds six (6) hours.
3. Lessee agrees that authorized ACLPOA personnel shall have access to the premises at all time.
4. Lessee agrees to indemnify and save harmless ACLPOA, its officers, agents and employees from any and all claims, cause of action accruing to or resulting from any damages, injury or loss to any person, caused by, arising out of, or any way connected with, exercise of the Lessee and its guests of the privileges granted.
5. It is mutually agreed that this Agreement and the privileges granted, or any part of the agreement cannot be assigned or otherwise disposed of without the written consent of ACLPOA.
6. It is mutually understood and agreed that no alteration of this agreement shall be valid, unless made in writing and signed by parties, and that no oral understanding or agreements not incorporated here and no alterations or variations of the terms of this agreement unless in writing and signed by the parties shall be binding upon any of the parties.
7. The privilege here granted according to the laws of the state of Illinois and any applicable local ordinance and Lessee agrees to abide by the laws and local ordinances.
8. There is a limit of 250 people as per State Fire Marshal. ACLPOA has chairs and tables available to seat 250 banquet style comfortably. Seating capacity will be less when the dance floor is in use. Food service must be set up in the tiled area near the kitchen. Serving stations on the carpet are not allowed; however, cakes may be set up inside the cement pillars.
9. All food and drinks served by the Lessee must comply with applicable state and local food and liquor laws.
10. If complimentary alcoholic beverages are provided to the guests of the lessee, the lessee must provide ACLPOA with a copy of their homeowner's insurance that shall stipulate that the lessee has host liquor liability coverage.
11. Lessee is responsible for their guests and will supervise the actions of its guest and will exercise reasonable precaution of ACL property.
12. No tacks or scotch tape will be used for decorations. Hooks may be used on the cedar trim throughout the Clubhouse for attaching decorations. Additional chairs and tables must be supplied by the Lessee.
13. No galvanized tubs of any kind may be used inside the Clubhouse.
14. There is absolutely NO SMOKING in any ACL buildings.

IN WITNESS the parties have caused this agreement to be executed on the \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_.  
I have read, understand, and agree to comply with the rules set forth above

LESSEE: \_\_\_\_\_ date: \_\_\_\_\_

ACLPOA: \_\_\_\_\_ date \_\_\_\_\_

COMMUNICATIONS MANAGER, ACLPOA



**RENTAL INFORMATION**

Rental: \_\_\_\_\_ Date and Time of Event: \_\_\_\_\_

Primary Contact Person: \_\_\_\_\_ Cell Phone Number \_\_\_\_\_

Date and Time for Set-up: \_\_\_\_\_ Date and Time for clean-up \_\_\_\_\_

**NOTE:** *Clean-up must be completed by 9 am the day following the event. If clean-up is not completed and ACL must clean, Lessee will be charged \$20 per hour with the cost being deducted from the deposit.*

Will an outdoor set up be required? \_\_\_\_\_ If so, additional chairs and tables must be supplied by the Lessee.

Is the meal to be catered? \_\_\_\_\_ If so, caterer's name and phone \_\_\_\_\_

What time does the caterer need access to the kitchen? \_\_\_\_\_

Have you hired a DJ service? \_\_\_\_\_ If so, DJ's name and phone. \_\_\_\_\_

When does DJ need to set up? Date & Time \_\_\_\_\_

**Will you use the gas grill? Yes \_\_\_\_\_ No \_\_\_\_\_ No smoking is allowed near the grill. Please note that the grill is a non-charcoal, direct-heat gas grill. Do not leave the grill unattended. Please make sure the gas is turned off after use. A grill brush is provided; please brush the grill and leave it ready for the next event. Our custodian will empty the grease trap.**

**REGARDING ALCOHOL AT YOUR EVENT**

**Will alcoholic beverages be SOLD? \_\_\_\_\_**

**Will you provide complimentary alcoholic beverages? \_\_\_\_\_**

PLEASE NOTE:

**In accordance with ACL's Rules and Regulations:** If you are **selling** liquor contact the Jo Daviess County Clerk Office 1-815-777-0161 for a temporary liquor license. The permit needs county board approval so submit early. If liquor will be sold or paid for by a 'tip,' a certificate of dram shop insurance must be provided to our office. Certificate shall be for not less than \$500,000 and shall show Apple Canyon Lake Property Owners Association Inc. as the insured interest. If you are giving alcohol away a certificate of insurance specifying you have Host Liquor Liability must be on file. If an outside agency is providing bar service a copy of their insurance must be on file and the copy must specify, they are insured for off-premises service in an amount not less than \$500,000. (See page 6)



## EQUIPMENT USAGE CHECKLIST

Please note below the items you will be using. We will set up the room per your specifications/floor plan. Any changes from the submitted floor plan is the responsibility of the Lessee. Do not return furniture to storage closet after use. Leave the room as you find it.

Available Equipment	Specify Number Needed	Storage Location
Coffee Pot 1 - 30 cup 1 - 50 cup 1 - 100 cup		Kitchen cabinet  Available on request
Refrigerator		Kitchen
Freezer		Kitchen
Stove		Kitchen
Microwave		Kitchen
60" Round Tables: 14 (8 wd lam/6 resin)		Available on request
46" Round Tables: 3 (resin)		Available on request
Card tables: 8		Available on request
96"x30" Banquet Tables: 22 (8 wd lam/14 resin)		Available on request
72"x30" Banquet Tables: 3 (resin)		Recreation Hall
67"x32" Wood Laminate Tables: 3 (permanent)		Serving Area
200 Black Cushion chairs		Available on request
10 Upholstered chairs		Recreation Hall
40 Metal folding chairs		Available on Request
3 Side Chairs		Off premise - Available on request
Sofa		Recreation Hall - Near TV
Hand held Microphone		Arrange with Communication Director
TV/VCR/DVD		Arrange with Communication Director
Dry Bar		Serving Area
Easel		Available on request
Podium		Available on request
Gas Grill		Available on request
Dance Floor		Available on request



ACLPOA POLICY

**SERVING/SELLING ALCOHOLIC BEVERAGES IN ACL CLUBHOUSE**

(These guidelines supersede all language in Clubhouse Rental Agreement)

If you are renting the ACL Clubhouse and will be giving away or selling alcoholic beverages, please provide the following to the Communications Manager at least two weeks before the event:

**If lessee is giving away alcoholic beverages as part of your event and lessee is providing bar service:**

Lessee MUST provide ACL with a certificate of insurance or certificate of Lessee's homeowner's insurance that stipulates the lessee has Special Event Coverage-Alcohol or Host Liquor Liability coverage, which:

- Names ACLPOA as additional interest on the date of the event.
- Stipulates coverage extends to off-premise locations.
- Shows limits of liability not less than \$500,000.

**If Lessee is giving away alcoholic beverages as part of the event and an outside agency (caterer) is providing bar service:**

- Same guidelines as above, however lessee must provide ACL with a certificate of insurance of the agency or caterer providing service.

**If alcoholic beverages will be sold, being paid for by "tip":**

- Same guidelines as above
- Provide ACL with County Permit

(If you are selling liquor, contact the Jo Daviess County Clerk's Office (815) 777-0161 for a temporary liquor license. The permit needs county board approval so it is necessary to submit early.)

**If liquor is being purchased from a distributor**

- A state liquor license is also required in addition to the temporary liquor license.
- Certificate of Dram Shop Insurance: A Certificate of Dram Shop Insurance for not less than \$500,000 which names Apple Canyon Lake Property Owners' Association, Inc. as additional interest.

I have read the ACLPOA Policy regarding alcohol in the Clubhouse \_\_\_\_\_  
Lessee signature date



## **CLUBHOUSE EMERGENCY/EVACUATION PROCEDURE**

In case of **EMERGENCY** use the phone in the clubhouse near the Bulletin Board to **dial 911**.

If you need **assistance from the ACL Department of Safety and Security**, or to contact them when you need them to lock up after you, please **call 815-492-2436** or push the **Call Button** near the phone.

In case of **Severe Storm activity**, please stay away from the windows and take **cover in the kitchen, coatroom, or restrooms in the hallway**.

Please note that when the accordion door in the clubhouse is closed, there are no exits on that side of the room except through the accordion doors via the opening in the center and on the right. Exits are immediately nearby and clearly marked once these doors are opened.