

KIPLING ESTATES
CLUBHOUSE RESERVATION APPLICATION
850 WYNSTONE DRIVE
SHOREWOOD, IL 60404
(815) 725-9922

Today's

Date: _____ Home Phone: _____

Resident Name: _____

Resident Email: _____

Address: _____

Day/Date Room Needed: _____

Actual Time of Party: From _____ To _____

Nature of Party: _____

Estimated Number of People Attending _____

Will Alcoholic Beverages be Served? _____

(If so, you must provide a copy of the first page of your homeowner's insurance policy and a driver's license along with this form.)

*Resident **must** always be present throughout party rental time.*

The rental fee is \$50.00 during the week (Monday thru Friday). For a **TWO HOUR** rental time and the security deposit amount is \$150.00. Closing Time is 10:00pm. Saturday and Sunday daytime hours from 10:00 am until 4:00 pm, the rental fee is \$150.00 for **SIX HOURS**. Saturday and Sunday Evening hours begin at 4:00 pm. until 10.00 pm. Evening rental fee is \$175.00 for **SIX HOURS**. All forms and fees are to be filled out and paid at the time of the reservation. **You must be cleaned up and out of the building by the end of your reservation. Failure to be out by 4:00 or 10:00 pm end times will result in a \$50.00 additional charge.** The rental fee is non-refundable if cancelled within 30 days of the event. All checks are made payable to: "*Kipling Estates*". A **\$200.00** cleaning fee will be implemented if you fail to leave the area in the same condition you received it. Room capacity is 75 people per Shorewood Fire Department.

User agrees to pay the full cost of any repair to or replacement of property and/or furniture damages or removal from the premises during the function. The security deposit may be retained in part or whole in order to compensate the Association for any damages or cleaning. Should the cost of damages or cleaning exceed the security deposit, all revocation of privileges for the clubhouse, all recreational facilities and possible legal action to collect due amounts. User agrees that failure to pay for such damages shall cause said costs to be assessed against his or her home, including all legal costs initiated to obtain the reimbursements of all costs.

I have reviewed and agree to all clubhouse reservation guidelines.

Responsible Homeowner

Date

RESERVATION AGREEMENT/PARTY GUIDELINES FOR KIPLING ESTATES

- ✚ Party reservations (for the Great Room) will be accepted during Clubhouse hours.
- ✚ No confetti Allowed.
- ✚ A resident may not request extended hours once their party starts. Only contracted times are abided.
- ✚ Please allow 1 hour set up time before your party. There will be no extra clean up time at the end of your scheduled event to please allow yourself ample time to clean and vacate appropriately.
- ✚ The rooms used are to be in the same order as when you arrived. This includes vacuuming, mopping the kitchen/washrooms, disposing of food and paper goods, cleaning tables and countertops, returning cleaned furniture to its original found position. The clubhouse will provide a vacuum, mop, and brooms for your use. Residents will be responsible for garbage bags, liners, ice and all other party supplies. Residents are to remove and dispose of all garbage immediately at the closure of the event. **GARBAGE BAGS MUST BE USED AND ALL GARBAGE PLACED IN THE DUMPSTER.**
- ✚ No guest or residents are allowed to use any other part of the building other than the room they have reserved for the party and the restrooms. Patio use is allowed upon request only. Use of the pool and fitness rooms is **STRICTLY PROHIBITED! NO POOL PARTIES ARE ALLOWED.**
- ✚ Children under the age of 10 must be supervised by an adult at all times during a party and must also be kept in the rented room. **CHILDREN ARE NOT ALLOWED TO PLAY IN THE PARKING LOT, OR IN GRASSY AREAS.**
- ✚ No alcohol is allowed outside of the party room and patio. No **GLASS CONTAINERS OF ANY KIND** is to be used on the patio. Consumption of alcohol by minors is forbidden, Kipling Estates Homeowners Association has the right to prosecute any persons who violate this provision (Shorewood Police's Jurisdiction).
- ✚ If balloons are used for decoration, they must be secured so they do not interfere with the ceiling fan. A \$150 fine is applied to retrieve balloons from the vaulted ceiling. No CONFETTI in or outside of building.
- ✚ No tape is allowed on the walls, or ceiling. No tape is allowed on the windows.
- ✚ No BBQ grills are allowed. No cooking is allowed. Only a "Caterer's" Kitchen is provided.
- ✚ **You must be cleaned up and out of the building by the end of your reservation, 4:00 or 10:00 pm. Residents overstaying party hours who are not vacated from the building by the end of their scheduled hours will automatically forfeit your \$200.00 security deposit plus any Clubhouse damages. If party ends early there is no refund for the unused time and contracted time must be paid for.**
- ✚ Noise levels regarding music and/or DJ's should be low enough for Kipling Staff to take incoming calls and be able to respond. Foul or inappropriate language or behavior will not be tolerated. Please remember other residents may be utilizing the facility during clubhouse hours. If the noise level becomes overwhelming, a Kipling staff member may ask for it to be turned down. Music must be kept inside clubhouse.

- ✚ "Moon Walks" and other such outside fun equipment are not allowed to be set up on clubhouse property or any other place, including BEAN BAG TOSS GAMES, WHICH ARE NOT ALLOWED ON GRASS AREAS, PARKING LOT OR PATIO.
- ✚ Vendor Fairs are limited and sponsored only by the Kipling Estates Clubhouse. No individual Vendor Fairs are permitted in the clubhouse.
- ✚ The rental room and patio will be inspected before and after each function by a Kipling Attendant with the completion of proper forms taking note of all parties and their damages and cleanliness. The renter will be notified of items not in compliance with the terms and conditions or this agreement soon after inspection.
- ✚ The clubhouse manager will make every attempt to fill the requests of the uses of the clubhouse. The clubhouse manager also has the right to deny a request to ensure all homeowners have adequate use of their clubhouse.
- ✚ Following the private use of the clubhouse, the balance of the security deposit refund will be forwarded to the user or available for pick up within 14 working days after all of the above guidelines have been met and followed.

Responsible Homeowner

Date

Staff's Name _____

Information for table cloths:

There are 8 Round Tables 60" Round
2 Round Pub Tables fits 60" Round

2 6 ft rectangle tables
1 8 ft rectangle table

Reservation Guideline

- **SECURITY DEPOSIT**

A security deposit will **NOT** be deposited unless there is damage. If there **IS** damage to the event area, your check will be deposited and costs for damage will be taken from the check. If the deposited check is not good, we will be forced to add charges to the homeowner's association fees.

Two **SEPARATE** checks should be issued. One should be issued for the security deposit in the amount of \$200.00 made payable to "Kipling Estates". The second check should be in the amount of the rental fee, also made payable to "Kipling Estates".

The security deposit check will be returned within 14 business days following the date of your event. A cleaning charge of \$200.00 will be implemented if you fail to leave the area in the same condition as when you arrived. A damage charge may also be assessed if any damage is caused to any item or area of Association property.

- **CANCELLATION COST**

The prepaid rental fee will be returned upon cancellation notice **NO LESS THAN 30 DAYS** before the scheduled event. Failure to cancel your event by the 31st day before your event will result in a forfeiture of the rental fee. Forfeiture of the rental fee does not include a forfeiture of the security deposit.

- **CURRENT ASSISMENTS**

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

- **PENALTY FOR LATE HOURS**

All events must end, all guests must vacate, and the premises must be cleaned to pre-event conditions **no later than the scheduled time**, noted on the first page of the reservation form. Please watch the times you have specified on this contract. If the event exceeds the time written in this reservation contract, the homeowner will be charged \$200.00 (automatic forfeiture of your security deposit plus additional Clubhouse damage).

- User agrees to pay the full cost of any repair to or replacement of property, furniture, and/or any other property damage which occurs during the rental period. The security deposit may be retained in whole or in part to compensate for damages, cleaning, or theft. In the event that the cost of damage, cleaning, or theft exceeds the amount of the security deposit, the homeowner responsible for the rental will be responsible for the additional amounts.

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

Responsible Homeowner

Date