

**CAMBRIDGE LAKES COMMUNITY ASSOCIATION
GATHERING LOUNGE ROOM RENTAL AGREEMENT
INFORMATION FORM**

RESIDENT INFO:

NAME: _____

ADDRESS: _____ Pingree Grove, IL 60140

PHONE: _____ E-MAIL: _____

EVENT INFO:

DAY OF EVENT: _____ DATE OF EVENT: _____

PURPOSE OF RENTAL/TYPE OF EVENT: _____

ROOM REQUESTED: _____

SET UP TIME: _____ EVENT START: _____ EVENT FINISH: _____

NUMBER OF GUESTS: _____
(Due at least 7 days prior to Event)

WILL ALCOHOL BE SERVED AT YOUR EVENT? YES / NO

I am aware that ONLY a caterer can provide/serve alcohol at an event. _____
Owner Initials Today's Date

CATERER INFO:

NAME: _____

ADDRESS: _____

PHONE: _____ E-MAIL: _____

=====

****Please make checks payable to Cambridge Lakes Community Association****

***** OFFICE USE ONLY *****

DEPOSIT RECEIVED: Credit Card: _____ Check #: _____ Date: _____ **Staff Initials** _____

DATE OF CERTIFICATE OF INSURANCE RECEIVED: _____ Date: _____ **Staff Initials** _____

CATERER BASSET CERTIFICATION RECEIVED: _____ Date: _____ **Staff Initials** _____

(If alcohol is being provided by/served by caterer)

CAMBRIDGE LAKES COMMUNITY ASSOCIATION

Thank you for choosing Cambridge Lakes to host your event. Below are the policies set in place for booking a room within the Community Center. These rules are in place to allow residents' access to the Center and to address and prevent liability issues.

RENTING ELIGIBILITY: Room rentals may only be made by residents. **The resident renter must be present at all times during the event.** Residents must be in good standing with the association in order to rent the facility. Purpose of rental is accepted at the discretion of the Facility. There needs to be only **one** contact person for each event. All fees (security deposit, room rental fee, set-up fee and cleaning fee if applicable) are due up front to confirm your reservation. **Absolutely no phone reservations will be taken.**

AVAILABILITY: Room rentals are available on a first come, first served basis and must be approved in advance by the Community Manager.

Gathering Lounge Rentals: The room rental time is **11:00 a.m. to 9:00 p.m.** No two-day consecutive rentals will be allowed.

Long Term Recurring Rentals: Rented on an hourly basis from **11:00 a.m. to 9:00 p.m.** All requested dates must be submitted to the Property Manager in writing no later than 30 days prior to the first requested rental.

RENTAL FEES:

Gathering Lounge Rentals: \$300 per day (includes the kitchen) \$200 fee + \$100 security deposit.

Long Term Recurring Rentals: Please speak to staff regarding duration and prices.

LONG TERM RECURRING RENTALS: At least 50% of the group, club or organization must be Cambridge Lakes' residents. A roster of all group members must be submitted along with the agreement. Non-residents dropping off group, club or organization members cannot stay in the building during the meetings.

MAXIMUM NUMBER OF PEOPLE:

Gathering Lounge Rentals: A maximum of ninety-four (94) people are allowed.

FEE/AGREEMENT: To reserve the room the full fee of three hundred dollars (\$300.00) is required up front. The full fee consists of the Two Hundred Dollars (\$200) rental fee plus a One Hundred Dollar Security Deposit (\$100). Without the full fee the room will be offered to the next available resident **without notification.** The fee shall be deposited in a Cambridge Lakes bank account upon receipt. The fee of three hundred dollars (\$300.00) is refundable if the event is cancelled (in writing) no later than thirty (30) days prior to the Event.

Long Term Recurring Rental Fee: A deposit equal to the rental fee for the first two scheduled events plus One Hundred Dollars (\$100) security deposit is required to reserve the room.

Initial

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Initial

GUARANTEES: It is essential the RENTER provide the Cambridge Lakes Manager (in writing) with the final arrangements including certificates of liability and guest count no later than seven (7) days prior to the event. **If the COI is not received at least seven (7) days prior to the Event, you will forfeit your security deposit and your event will be cancelled.**

Initial

CATERING: If you are hiring a caterer, the catering company must provide a certificate of insurance showing coverage of one million dollars (\$1M) coverage and list Cambridge Lakes Community Association as the certificate holder.

Initial

ALCOHOL: Alcohol may only be served if a licensed caterer provides & serves the alcohol. The caterer must also provide a copy of their basset certification along with their insurance certificate. If you serve alcohol and we do not have the COI on file, the police will be called to immediately shut down your party. The only exception to using a caterer for alcohol is if the owner (or a guest) has a basset certification, and they provide a copy of their certification ahead of time as well as a sign a waiver/indemnification agreement stating they will NOT consume alcohol for the entire duration of the event.

Alcohol cannot be sold at any function (or be included in the ticket price of function) unless the approved caterer has a license to do so.

If served, alcohol must remain in the Gathering Lounge ONLY. It is not permitted outside of the event room at any time, under any circumstances. This is a zero-tolerance policy. If guests take alcohol from the event into the hallways or common areas at any time, you will forfeit your security deposit.

Initial

EVENT LIABILITY: Facility RENTER accepts any liabilities arising from damage, loss or theft to the facilities caused by any person attending the event, or injury to any guests attending an event at the facility and the RENTER agrees the Association will be held harmless should any of the aforementioned occur during an event. Cost to repair damage to the Premises caused by anyone attending the Event will be charged to RENTER at actual repair or replacement costs plus a 15% handling fee.

Initial

PREMISES SECURITY: Cambridge Lakes Community Association assumes NO responsibility for damage or loss of any personal property, merchandise or articles left on the Premises. Facility RENTER and all event guests MUST follow any directions given by the on-site security guard and staff; from noise complaints to guests not staying in the gathering lounge.

Initial

OTHER ROOMS/HALLWAYS: **All other rooms** other than the room rented as noted herein on the premises (with exception of the restrooms) are **OFF LIMITS to guests** including, but not limited to the gymnasium, pool, game room, fitness center, and lobby.

- If event guests are Cambridge Lakes homeowners, this rule applies to them as well, they are considered party guests for the duration of the event.
- Hallways must be kept free of tables, chairs, food and/or warming ovens.
- **If this rule is broken the RENTER forfeits the entire deposit.**

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Initial

POOL ACCESSIBILITY: Under no circumstances is the pool available to the guests attending a rental function nor is the renter to leave the rental function to use the pool or for any other purpose at any time.

Initial

INSURANCE POLICY: A **special event liability certificate of insurance** is required for every rental. The homeowner is to call their insurance agent to have the Certificate issued. (Note: not all insurance companies will add one day special event liability coverage. If your insurance does not add this type of coverage to your homeowner policy, you will need to purchase a policy elsewhere for the day of the event). The certificates **MUST** show \$1M (one million dollar) coverage ***for the date of the event***. This certificate will be in addition to the caterer's certificate, which is also required if the event will be catered.

- All certificates **MUST** show CAMBRIDGE LAKES COMMUNITY ASSOCIATION as the certificate holder for the date of the event.
- We must also have caterer's certificate on file, if applicable.
- **ALCOHOL MAY ONLY BE SERVED IF A LICENSED CATERER PROVIDES AND SERVES THE ALCOHOL.** The caterer must also provide a copy of their basset certification along with their insurance certificate.
- **All certificates must be received no later than 7 days prior to the scheduled event. Failure to provide required certificates of insurance will result in event cancellation and forfeiture of security deposit.**

Initial

DECORATIONS: The affixing of anything to the walls, floors, or ceiling using nails, staples, tape, tacks or other substances are prohibited. Painters tape is permitted. Candles, confetti, birdseed, rice and other such materials are not permitted on the Premises.

Initial

EVENT TIMING: The premises **MUST** be vacated promptly at the times scheduled and agreed to in advance with the Cambridge Lakes Community Manager. Event Room(s) are not available for use later than the times scheduled. **If premises are not vacated at the scheduled time renter forfeits the ENTIRE deposit.** Admission to the Event Room(s) will be allowed prior to the Event's starting time for decorating purposes, ***if approved by the Cambridge Lakes Community Manager in advance.***

Initial

CLEANING FEES: The Cambridge Lakes cleaning service may be requested thirty (30) days in advance of the event for an additional "Cleaning Fee" of One Hundred Dollars (\$100). If the Cambridge Lakes cleaning service is not requested but is needed after the function, the RENTER shall automatically forfeit their Deposit. If RENTER elects not to use the Cambridge Lakes cleaning service and performs the cleaning themselves, the Deposit shall be returned provided all the following are completed to the Cambridge Lakes staff satisfaction:

- Floor must be swept and wet mopped if needed.
- All tables and chairs must be clean and returned to original placement.
- All Event decorations must be removed from the Premises.
- All garbage must be placed in outside dumpster.
- Kitchen must be clean and void of all food and beverages.

CAMBRIDGE LAKES COMMUNITY ASSOCIATION

Failure to return the room to the same condition that it was accepted for as above will result in partial or entire loss of security deposit.

Yes, facility RENTER plans to clean after the Event and acknowledges what is required to get deposit refund. Cambridge Lakes may still use part or all of the deposit if, in the sole judgment of the Cambridge Lakes Community Manager, additional cleaning is required.

OR

No, facility RENTER does not plan to clean after the Event and agrees that Cambridge Lakes may use all or part of the Deposit for cleaning up and cleaning costs.

BY SIGNING THIS DOCUMENT, YOU AGREE TO ALL TERMS AND CONDITIONS STATED WITHIN THE CAMBRIDGE LAKES COMMUNITY ASSOCIATION ROOM RENTAL AGREEMENT. **IN ADDITION, BY SIGNING BELOW, YOU UNDERSTAND THAT YOU WILL BE HELD RESPONSIBLE FOR THE ACTIONS OF YOUR GUESTS IN ATTENDANCE AT YOUR EVENT.**

AGREED TO AND ACCEPTED THIS CONTRACT _____
(TODAY'S DATE)

FACILITY RENTER SIGNATURE: _____

FACILITY RENTER PRINTED NAME: _____

CLCC REPRESENTATIVE SIGNATURE: _____

CLCC REPRESENTATIVE PRINTED NAME: _____

CAMBRIDGE LAKES COMMUNITY ASSOCIATION

Certificate of Insurance Requirements for Events

A special event liability certificate of insurance is required for every rental. The homeowner is to call their insurance agent to have the Certificate issued. (Note: not all insurance companies will add one day special event liability coverage. If your insurance does not add this type of coverage to your homeowner policy, you will need to purchase a policy elsewhere for the day of the event). This certificate will be in addition to the caterer's certificate, which is also required if the event will be catered.

- The certificates MUST show \$1,000,000 (one million dollar) coverage **for the date of the event.**
- The certificates MUST show CAMBRIDGE LAKES COMMUNITY ASSOCIATION as the certificate holder for the date of the event.
- We must also have a caterer's certificate on file, if applicable.
- Alcohol may only be served if a licensed caterer provides & serves the alcohol. The caterer must also provide a copy of their basset certification along with their insurance certificate.
- All Certificates must be received no later than 7 days prior to the scheduled event. Failure to provide required certificates of insurance will result in event cancellation and forfeiture of security deposit.

AGREED TO AND ACCEPTED INSURANCE REQUIREMENTS: _____
(TODAY'S DATE)

FACILITY RENTER SIGNATURE: _____

FACILITY RENTER PRINTED NAME: _____

CLCC REPRESENTATIVE SIGNATURE: _____

CLCC REPRESENTATIVE PRINTED NAME: _____

CAMBRIDGE LAKES COMMUNITY ASSOCIATION

GATHERING LOUNGE ROOM SET UP

Please draw on the diagram below how you would like the Gathering Lounge to be set up for your event.

Available Tables:

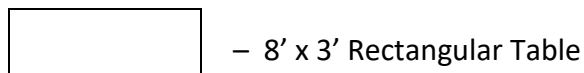
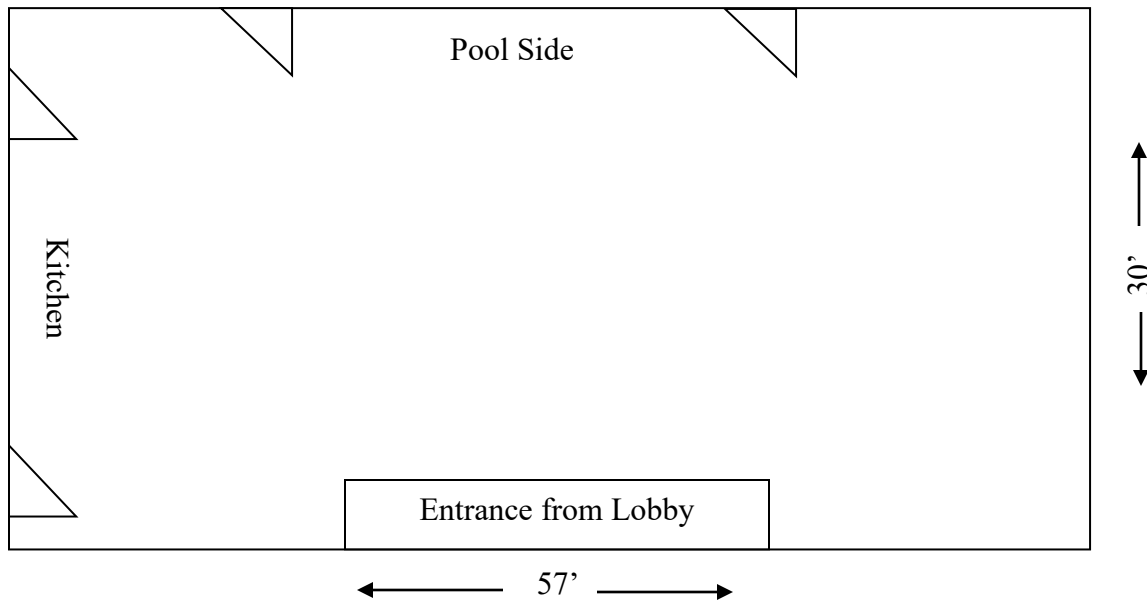
1 – 4' x 3' Utility Table

3 – 6' x 3' Utility Tables

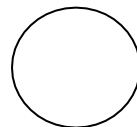
4 – 8' x 3' Utility Table

12 – 5' Circular Tables (Can seat up to 8 people)

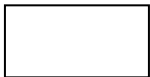
You MUST indicate how many chairs at each table on your diagram below



– 8' x 3' Rectangular Table



– 5' Round Table



– 6' x 3' Utility Table



– 4' x 3' Gift Table

Please use the figures above as an approximate representation of the available tables