

The Shires of Inverness

Appendix A

Clubhouse Reservation Application

Date \_\_\_\_\_

Name \_\_\_\_\_

( ) Owner      ( ) Renter

Address \_\_\_\_\_

Phone (Home) \_\_\_\_\_ (Work) \_\_\_\_\_ (Cell) \_\_\_\_\_

Nature of Gathering (no business-related events or organizational meetings are permitted)

Day & Date \_\_\_\_\_ Time \_\_\_\_\_ To \_\_\_\_\_

Estimated Number of People Attending \_\_\_\_\_

Number of Minors \_\_\_\_\_ (Maximum allowed is 12)

Parking facilities at the Clubhouse can accommodate 25 vehicles. Additional parking must be secured outside of the Shires property.

Clubhouse Rental Fee (non-refundable): \$125.00

Security Deposit (refundable): \$500.00

Please make two (2) separate checks payable to: Shires of Inverness Master Association

Proof of Liability Insurance coverage must be attached to this application as per Section H-5 of the Rules and Regulations.

Keys are to be picked up at W.L. Seymour, Inc. no earlier than 48 hours prior to the event and returned no later than 48 hours after the event. Arrangements can be made to pick up the keys by calling 847-359-8980 between 9:00 a.m. and 5:00 p.m. Monday through Friday.

I/We, being the owner(s) of a condominium unit located at The Shires of Inverness Association and being a member in good standing of the Association, request use of the clubhouse facilities under the terms and conditions set forth in the attached reservation agreement and the Rules and Regulations of the Association. I/We agree to be bound by the agreement and the Rules and Regulations and have read same.

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

Homeowner's Signature \_\_\_\_\_ Date \_\_\_\_\_

Reservations for the clubhouse will be held temporarily when this form is submitted, along with proof of insurance and the full rental fee of \$125.00 and the security deposit of \$500.00, in two (2) separate checks, made out to the Shires of Inverness Master Association. Inquiries regarding the clubhouse availability may be made by calling W.L. Seymour, Inc., 1921 Rohlwing Road, Suite D, Rolling Meadows, IL 60008, 847-359-8980. Approval of the reservation will be made by the Clubhouse Committee.

## The Shires of Inverness

### Clubhouse Rules and Regulations

1. The clubhouse facilities may be used at a fee for social/recreational activities when there is no Association activity scheduled. It may not be used for business-related events. Individual townhouse associations may use the facility free of charge provided all townhouse residents are invited.
2. Residents interested in using the clubhouse must submit a completed Reservation Application, the required fee and security deposit to the Managing Agent. Reservations must be made 10 days in advance and are tentative until approved by the Clubhouse Committee.
3. Before and after the private use of the clubhouse, an inspection is made. The designated refund will be forwarded if there is no unusual or extensive cleaning or damage repair required considering the condition of the clubhouse or if an extra cleaning is not necessary before the next rental.
4. Use of the clubhouse is not allowed for the sale of goods or services or demonstration of goods or services for sale. No cover charges, admission fees or contributions for public, private or non-profit organizations may be collected in association with the clubhouse rental.
5. No owner, tenant, occupant or guest may sell or distribute alcohol on the Association's property. Owners are permitted to serve and consume alcohol in the clubhouse, however the owner, and/or host, will be held responsible for any and all damage, injury, loss or claim that arise out of the presence of alcohol at the clubhouse. If an owner plans to serve alcohol they must provide proof of condo insurance (HO-6 form) indicating a minimum of \$500,000 liability coverage with the Reservation Application. If an owner does not have the above required insurance coverage, then a single event policy must be purchased with a minimum \$500,000 liability coverage and proof of this insurance must be submitted with the Reservation Application.
6. The use of the clubhouse for political purposes of any nature is not allowed.
7. Noise created by those present shall not be heard beyond the clubhouse.
8. The Clubhouse must be restored to its original condition, including the placement of all furniture.
9. All party decorations and personal items must be removed. Thumbtacks or tape may not be used on the walls of the clubhouse. Wall putty or painter's tape are suggested.
10. The user should remove all garbage and litter from the premises and exterior areas, including the outside cigarette urn; clean up any spills, and vacuum/mop as necessary.
11. The user should ensure operational status of the television and remote control, return air conditioning or heating to original setting (60 degrees in winter and 80 degrees in summer), turn off all lights, and lock the exterior doors.
12. The resident requesting the private use shall be responsible for fulfilling any obligations pertaining to clubhouse use and for all damage to Association property and furnishings. The security deposit may be retained in whole or in part to compensate the Association for damages or cleaning. Should the cost of

## **The Shires of Inverness**

damages or cleaning exceed the security deposit, the resident immediately upon receipt of an itemized billing will pay all additional amounts. Failure to pay damages may result in revocation of all privileges for the clubhouse and all recreational facilities and possible legal action to collect amounts due. The resident agrees that failure to pay for such damages shall cause said costs to be assessed against the unit, including all legal costs initiated to obtain the reimbursement of all costs.

13. The member requesting use is responsible for liability to guests.
14. No one under 18 years of age will be allowed in the clubhouse at any time unless accompanied by an adult member. Adequate supervision must be provided for all minors at all times.
15. A resident must accompany all guests.
16. Shirts and shoes must be worn in the lounge areas. Pets are not permitted in the clubhouse at any time.
17. Pool privileges do not come with the rental of the clubhouse.
18. No residents delinquent in the payment of their account or members of their family, guests, or tenants may use any facilities.
19. Verbal or physical abuse to pool attendants or other residents and guests, or damage to property or equipment of any recreational facility will not be tolerated.
20. No smoking is permitted in any part of the clubhouse.
21. Any resident requesting an exception to these rules must submit the request in writing to the Master Board, along with the completed application.

**Please keep this agreement for your records**

**Return only the first signed page**