

HEARTHSTONE AT WOODFIELD CLUBHOUSE RENTAL PROCEDURES

Rental of the Clubhouse is restricted to resident owners and resident leasees ("resident(s)" or "renter(s)") of Hearthstone at Woodfield who are in good standing.

Requests are to be submitted to the Social Committee Chair, Sally Ann Quinlan (726-0034), and will be taken on a first come basis. If possible, please submit requests 30 days in advance, although arrangements can be made with shorter notice.

Rental fees:	\$75.00 for 6 hours	\$150.00 for 12 hours
Cleaning fees:	<u>\$50.00</u>	<u>\$50.00</u>
Total	\$125.00	\$200.00

If requested, time for set-up for the function the prior evening will be charged at \$15.00 per hour.

The entire rental fee is due 15 days prior to the event (or at the time of booking if less than 15 days) by check or money order payable to Hearthstone at Woodfield Social Committee or HWSC. Proof of homeowner's insurance must be provided at the time of payment.

There is no fee for clubhouse usage for a bereavement gathering for a member of the resident's immediate family. However, the clubhouse must be reserved through the Social Committee Chair, proof of homeowner's insurance must be provided, the \$50.00 cleaning fee will be charged, and all rules of clubhouse usage apply.

The clubhouse is available for rental on holidays except for New Years Eve and New Years Day. Requests for holidays must be submitted at least 60 days in advance of the event. If more than one request is made, a name will be drawn randomly at an open Board meeting. A resident renting on a holiday is ineligible to rent on that holiday the following year, unless no other request is received.

If an event should be cancelled, all fees will be refunded.

All persons renting the building must contact Kathy Book (894-2449) to schedule a meeting to explain the clubhouse/kitchen usage and cleaning of the clubhouse.

Homeowner renter: _____ Phone no.: _____

Date of rental: _____ Time of rental: _____ to _____

Rental fee: _____ Deposit: _____ Set-up fee (if applicable): _____

Date of request: _____ Date rental/cleaning fees paid: _____

RULES OF CLUBHOUSE USAGE

CLEAN UP

1. The renter must be sure the facility is left in an orderly condition and all party goods and decorations removed. Refrigerator and freezer must be cleaned out of all of renter's goods at the conclusion of the event.
2. Rental party goods should be removed at the end of the event unless other plans are approved by the Social Committee Chair prior to the event.
3. Hearthstone at Woodfield Homeowners Association is not responsible for any items left in the clubhouse after the event has ended.
4. All items in the clubhouse are the property of Hearthstone at Woodfield. A minimum of \$25.00 will be charged for each missing or damaged item.

RESTRICTIONS

1. The facility maximum capacity is 75 persons.
2. The sponsoring resident must be in attendance at all times and responsible for order control of the function.
3. No items may be brought into and stored in the clubhouse prior to the start time of the rental unless previous arrangements are made with the Social Committee Chair.
4. No function is permitted to continue past 1:00 a.m.
5. Smoking is not allowed inside the clubhouse. Cigarette/cigar butts are not to be left on the lawn and gardens. Renters are responsible for cleaning up the outside areas of excessive trash or cigarette/cigar butts. Use of smoke machines is prohibited
6. Use of the facility is limited to private parties and not for commercial enterprises. No admission fees may be charged and outside advertising or solicitation is not permitted.
7. Non-portable recreational equipment must not be moved or relocated by the user.
8. Storage areas and exercise facilities are not to be used by other residents when the Clubhouse is being used for a private function, but may be used during set up for the event.

USE OF KITCHEN

1. No cooking or frying is permitted. The stove and oven are to be used only for reheating.
2. Be sure to prevent spillovers when reheating as the smoke generated will activate the fire alarm and cause the Fire Department to be dispatched. If this happens, a fee of \$85.00 will be charged. In case of the fire alarm sounding, the building must be evacuated until the Fire Department permits re-entry.

GUIDELINES FOR ALL PARTIES

1. The sound system is available for use by the renter.

2. Music must be kept at a reasonable volume at all times. Amplified and/or live sound must be discontinued by midnight.
3. Should a disturbance occur, the sponsor must immediately notify the police.
4. Decorations are permitted. However, streamers and decorations may not be affixed to walls, ceilings or light fixtures. Confetti is not allowed.

GUIDELINES FOR TEENAGE PARTIES

1. An adult (over 22 years of age) chaperone (in addition to the resident renter) is required for up to 15 teenagers with an additional chaperone required for every additional 10 teenagers or portion thereof.
2. Alcoholic beverages are strictly prohibited during this type of function.