

WILDWOOD HOMES CLUBHOUSE RENTAL AGREEMENT (eff. 11/15)

Rental Date _____
HOMEOWNER NAME _____
HOMEOWNER ADDRESS: _____
HOMEOWNER PHONE NUMBER(S): _____
LESSEE NAME: _____
UNIT ADDRESS: _____
LESSEE PHONE NUMBER(S): _____
PAYMENT RECEIVED (YES/NO)

HOMEOWNER SIGNATURE (REQUIRED FOR TENANT RENTALS)

_____/_____/20____ Time _____ PM/AM

MANAGEMENT COMPANY CONTACT: Julie Schaefer, Community Manager
11711 N. College Avenue, Suite 100, Carmel, IN 46032
(317) 875-5600

Please note that the homeowner MUST be current on their dues to rent the Clubhouse, ALL TENANTS MUST HAVE HOMEOWNER PERMISSION TO RENT THE CLUBHOUSE.

1. There is a \$50.00 rental fee and a \$100.00 refundable-deposit to rent the clubhouse. Two separate checks or money orders (one for the rental fee and one for the deposit) should be made out to WILDWOOD HOMES, INC. and received in the Management Office no later than two (2) weeks before your rental date.
2. The clubhouse may be rented from **11 am to 12 am (Midnight)** on the day of your rental. Keys must be picked up from the Management Office 48 hours before your rental date. The Management office is not located within the community, please arrange to pick the keys up prior to your event at the Associa office located at 11711 N. College Ave, Suite 100, Carmel IN 46032. OFFICE HOURS ARE MONDAY-FRIDAY 8:00 AM – 5:00 PM, IF YOUR RENTAL IS SCHEDULED ON A HOLIDAY, PLEASE CHECK WITH ASSOCIA FOR ANY POSSIBLE CHANGE IN OFFICE HOURS PRIOR TO YOUR EVENT.
3. The damage deposit will be returned within 21 days of the date of the rental, IF there are no damages to the premises, furniture and fixtures. If the damages exceed the deposit, you will be billed the difference payable with 15 days after the receipt. Damage deductions will be itemized. **ALL FURNITURE MUST BE PLACED BACK INTO ITS ORIGINAL LOCATION TO RECEIVE A FULL REFUND.**
4. You must cancel with in **48 hours** or the Association will not refund the \$50.00 rental fee. Your deposit will still be returned to you within 21 days.
5. You are responsible of any damages done by you, your tenant(s), your guests or your tenant's guests.
6. Personal property placed or kept in the clubhouse will be at your own risk. The Association is not responsible for lost, stolen or damaged personal property.
7. No pets or animals will be brought to the premises under any conditions.
8. Your party will be conducted in a manner considered worthy of Wildwood residents and that reflects well on this community. Wildwood's representative(s) have the right to terminate this agreement at any time.
9. **You are responsible for clean up of the clubhouse and the surrounding grounds no later than 12:00 AM (Midnight) after your event. As the lessee of the clubhouse, you are responsible for any trash that your guests may have left on the lawn outside. Trash must be emptied from the clubhouse and placed in the community dumpster. Please turn off the lights and securely lock the door.**
10. All furniture must stay inside at all times. All furniture MUST be returned to the original configuration (as it was found) after the event. All folding tables and chairs MUST be stored in the appropriate locations
11. **All decorations must be removed after the event. If tape or any other kind of decoration has to be removed by the Association, there will be a deduction from your deposit.**
12. By signing this agreement, you agree to all terms and conditions. We reserve the future right to refuse/ terminate rental or re-rental of the clubhouse to any person or organization whose party or function has resulted in damage or produced justified complaints.
13. Lessee's family and guests shall at all times maintain order in the clubhouse and at all places in the community, and shall not make or permit any loud or improper noises, or otherwise disturb other Wildwood residents. Also, the lessee must remain at the clubhouse during the whole event or said lessee will not be allowed future rentals of the Wildwood Clubhouse.
14. No more than 45 people including children may be in the clubhouse at one time.

HOMEOWNER SIGNATURE _____
NAME PRINT: _____
DATE: _____/_____/20____

WILDWOOD HOMES REPRESENTATIVE SIGNATURE _____
NAME PRINT: _____
DATE: _____/_____/20____

KEYS MUST BE RETURNED TO THE MANAGEMENT COMPANY OFFICE OR LOCKBOX WITHIN 48 HOURS AFTER THE EVENT, to: Community Association Services of Indiana: 11711 N. College Ave, Suite 100, Carmel IN 46032