

**KIPLING ESTATES HOMEOWNERS ASSOCIATION
PARTY ROOM RESERVATION FORM
850 WYNSTONE DRIVE - SHOREWOOD, IL 60404
(815)725-9922**

Today's Date: _____ **Phone #:** _____

Resident Name: _____

Resident Address: _____

Resident Email Address: _____

Day/Date of Event: _____

Room Reservation Time : _____ **to** _____ **Actual Event Time:** _____ **to** _____

(Ensure you allow enough time within your room reservation time to complete both setup and cleanup)

Nature of Event(ex. birthday, baby shower, etc.): _____

Estimated Number of People Attending: _____

(Max room capacity per Shorewood Fire Department is 75 people)

Will Alcoholic Beverages be Served (please circle one): **Yes or No**

(If yes, you must provide a copy of your homeowner's insurance policy and driver's license)

Kipling Estates Residency Status: _____ Homeowner _____ Tenant

**If you are a tenant, we must have an "Absentee Owner Statement" filled out and on file from the homeowner*

Homeowners/Tenant must be present at all times during the event (including setup and cleanup). If it is discovered the homeowner is not present during the reservation, the full amount of the security deposit will be retained.

<u>DAY</u>	<u>RESERVATION TIME</u>	<u>RENTAL FEE</u>
☐ Mon – Fri	Clubhouse Hours	\$25/hr (2hr min.)
☐ Saturday AM	10a-4p	\$175
☐ Saturday AM	8a-4p	\$200
☐ Saturday PM	4p-10p	\$175
☐ Sunday AM	10a-4p	\$175
☐ Sunday AM	8a-4p	\$200
☐ Sunday PM	4p-10p	\$175

Responsible Residents Signature

Date

Payment Information:

- Two checks are required. One for the Rental Fee, and one for the Security Deposit. All Checks should be made payable to “Kipling Estates HOA”.
- A \$200 security deposit is required for all reservations. Rules and guidelines must be followed, and the room must be in the same condition as you received it for security deposit to be returned in full.

Cancellations:

- The prepaid rental fee will be returned upon cancellation notice NO LESS THAN 30 DAYS before the scheduled event. Failure to cancel your event with 30 days notice will result in forfeiture of your rental fee.

Security Deposit:

- The \$200 security deposit will **NOT** be cashed prior to event. It will be held by the clubhouse office until after your party rental is completed and it is verified that the party room, patio, den, entryway, and bathrooms (summer pool use is taken into consideration) were returned in satisfactory condition. Rules/guidelines provided to you must also be followed.
 - Security Deposit will be available for pickup in the office or mailed to the homeowner within 14 working days once management has signed off on the room checklist.
 - If the security deposit is being retained, the check will be deposited without notice and followed up with a letter from management.

In the event damage to the clubhouse occurs during your event, the responsible homeowner, agrees to pay the full cost of any repair or replacement of property, and any additional costs that may be incurred. The security deposit may be retained in part or in full to compensate the Association for damages. Should the cost of damages exceed the security deposit, payment must be made to cover the cost in full. If payment in full is not made, a revocation of clubhouse access and privileges will take place and possible legal action will be taken if needed to collect due amount. The responsible homeowner agrees that failure to pay shall cause said costs to be assessed against his or her home, including all legal costs initiated to obtain reimbursement of all costs.

In the event the party room, patio, or bathrooms (summer pool use is taken into consideration) are not left in the cleanliness condition that you received them, homeowner understands they will incur a fee based on the penalty breakdown included in this packet. Should professional cleaning services be required, and the cost exceeds the amount of the security deposit, homeowner will be responsible for payment. If payment in full is not made, a revocation of clubhouse access and privileges will take place, and possible legal action will be taken if needed to collect due amount. The responsible homeowner agrees that failure to pay shall cause said costs to be assessed against his or her home, including all legal costs initiated to obtain reimbursement of all costs.

In the event the responsible homeowner does not abide by the Party Room Rules and Guidelines, they understand that they will be charged a penalty up to and including the full amount of their security deposit.

Responsible Residents Signature

Date

RULES AND GUIDELINES FOR KIPLING ESTATES GREAT ROOM RENTALS

General:

The resident responsible for the booking must be present throughout the entirety of the event including during setup, the event, and cleanup. The resident must complete the walk through before and after the event and sign off on the damage/cleaning checklist.

- Your reservation is for the clubhouse Party Room only. The remaining parts of the clubhouse are open to residents to use during your event. **Use of the fitness room and/or pool by any party guests during your event is strictly prohibited.** Any items (including furniture) in the entry way and den area are not to be moved or used for party purposes.
- No pool parties are allowed.
- All children under the age of 13 must **always** be supervised by an adult during the event. Children are not allowed to play in areas outside on clubhouse grounds(i.e. the parking lot or grassy areas).
- No bounce houses, slides, or any similar items can be setup on clubhouse property. There can be no stakes put into the ground for any reason. Yard games (for example cornhole) are allowed. Please check with office staff if you have any questions as to if something is allowed.
- No items may be stored in the clubhouse or Party Room prior to, or past your room reservation time due to limited storage space, and liability.
- Noise levels pertaining to music and or DJ's should be kept to a respectable level as to not interfere with clubhouse staff or other residents using the clubhouse facilities. Staff must be able to make and receive phone calls. Music must only be played in the Party Room. It is not permitted outside. Music must be appropriate and cannot contain foul or inappropriate language.
- Vendor Fairs are limited and sponsored only by Kipling Estates Clubhouse. No individual fairs are permitted in the clubhouse.
- Clubhouse management has the right to deny a reservation request to ensure all homeowners have adequate use of the clubhouse.
- The resident must be in good standing and current on all HOA dues/assessments.
- Rental Fee is non-refundable if cancelled within 60 days of the event. If within 60 days of the event, rescheduling may be permitted with management approval.

Timing:

- Room access begins and ends at the time listed on the Party Room Reservation Form. Allow yourself enough time for setup and cleanup within your reservation time when planning your event.
- All evening party reservations must end by 10p.m.. There are no extended hours.

Residents Initials _____

- There are no refunds for parties that end early.
- If you stay past your reservation time listed on the reservation form, you will automatically forfeit your security deposit.

Setup:

- All décor and party related items must remain in the Party Room and/or the patio area. You may not use the lobby or den area for décor or party activities. These areas need to remain accessible to other residents using the fitness room and/or pool.
- Ensure all tables and chairs are far enough away from walls to prevent damage.
- Be mindful when moving tables, chairs, etc.. Do not drag stacked chairs across the floor as they are heavy chairs and can cause damage to the floors.
- Chairs to the pub tables may be stored in the table and chair closet if you do not want to use them for your event. The pub tables and chairs are indoor furniture items and may not be used or moved out onto the patio.
- Available for use are:
 - 8 – 60in round tables, 2 – 6ft rectangular tables, 1 – 8ft rectangular table
 - 2 pub height tables each with 4 chairs. 60” table clothes work with these tables as well.
 - 70 chairs

Decorations:

- No confetti, glitter, or any other material that is hard to clean up and will leave debris behind is allowed.
- Nothing can be attached to the walls, artwork, ceiling, doors, or windows. (no tape, pushpins, etc.)
- Ballons must be secured so they do not interfere with the ceiling fan or get stuck up on the high ceilings. An extendable pole is provided in the table/chair closet for use in the event a balloon becomes loose. If you leave a loose balloon, you will be charged a \$50 retrieval fee.
- All balloons must be popped before being placed in the dumpster to save space.

Food/Beverage:

- A caterer’s kitchen with a refrigerator and microwave is provided for your use.
- There is no cooking on site. Use of BBQ grills, smokers, flattop grills (ex. Blackstones), griddles (electric or propane), etc., are prohibited on clubhouse property for Party Room rentals. Acceptable food warmers include chaffing dishes, warming trays, or crockpots. If you have any questions, please ask clubhouse staff prior to your event.
- No alcohol is allowed outside of the Party Room or patio area. ABSOLUTELY no glass is allowed on the patio at any time.

Residents Initials_____

- Consumption of alcohol by minors is forbidden. Kipling Estates HOA has the right to prosecute any persons who violate this provision (Shorewood Police Jurisdiction).
- Food Trucks are not permitted due to limited parking spaces in the parking lot.

Clean Up:

- Cleanup must be completed by the end of your reservation time. Please plan accordingly and ensure you give yourself enough time. The room must be returned in the same condition as you received it. All crumbs/debris must be vacuumed and/or swept and floors mopped. Ensure you vacuum and mop thoroughly to clean up any sticky spots caused by spills.
- Cleaning supplies are stored under the kitchen sink. Brooms, dust pans, and vacuum are stored in the chair/table closet. Mop bucket is stored just outside of the party room in the coat area.
- It is the residents responsibility to walk the clubhouse (Den, Entryway, Bathrooms, Party Room, Patio) and ensure they are returned in the same order as when you arrived so that it is ready for the next reservation following yours. This includes both inside and outside areas. Please check all areas as part of your final walkthrough.
- There may not be a member of Kipling staff here between all events. It is the residents responsibility to ensure the room is fully clean and in proper condition for the next reservation.
- All garbage must be disposed of including the patio garbage if patio was used. Do not place garbage directly into the dumpster. It must be placed in garbage bags first. We provide 2 large garbage bags, and 2 small garbage bags. Bring additional garbage bags with you if you feel you may need more.
- All chairs and tables must be placed back in the storage closet. Please do not stack chairs in the Great Room and then slide them across the floor into the closet. This can damage the floors. When stacking the chairs in the closet, make sure the chair legs line up, so the chairs do not start tipping forward.
 - Follow diagram placed on wall in the closet when stacking chairs.
 - 4 rows across the back are 10 chairs high
 - 2 rows of 2 in front are 8-9 chairs high

Residents Initials

Party Room Reservation Violation Penalty Breakdowns

This list is not all inclusive of all violations. There may be additional violations that are subject to penalties not listed below. Any rule/guideline violation is subject to retaining all or part of your security deposit. Any charges above and beyond your security deposit for repair, cleaning, or replacement is the responsibility of the Kipling Homeowner.

\$50 Penalty:

- Ballons not retrieved from ceiling or ledge.
 - If balloons in the ceiling result in an alarm call overnight, and we are charged for police being dispatched, resident will be responsible for the associated charge.
- Attaching décor to the wall, windows, doors, ceilings, etc.. (tape, tacks, etc. are not permitted)
 - If damage is done to the paint, wall, doors, etc., you will be responsible for the additional cost to fix the damage
- Minor cleanup issues like refrigerator, counters, or sink not cleaned.
- Garbage is not removed and placed in dumpster.
- Chairs not stacked according to directions on wall in table/chair closet. These directions are to ensure they are not stacked too high and leaning over for following parties.

\$100 Penalty:

- Use of confetti, glitter, or material that is difficult to clean up leaving remnants behind after your event. If professional cleaning is required and the cost surpasses \$100, you will be responsible for the remaining amount.
- Floors left with crumbs/debris/spills/residue. They must be vacuumed and mopped thoroughly. Penalty will be enforced if floors have to be re-vacuumed and/or re-mopped.

\$200 Penalty:

- Resident/Tenant not present during entirety of the event.
- Party guests using the pool or fitness center during your event.
- Staying past the end of your reservation time (cleanup must be completed by the end of
- Accessing the party room prior to the start of your reservation time (we allow a 15 minute grace period if there is not an event before yours).
- Cooking on-site with grill, flattop griddle, smoker, or any unapproved appliance.
- Alcohol consumption by a minor
- Alcohol served without prior approval and without the proper paperwork turned into office for alcohol to be allowed to be served.
- Broken glass on the patio. If professional cleanup is required and the cost surpasses \$200, you are responsible for the additional amount.

I, the resident responsible, acknowledge that I have read and understand all the rules and guidelines for Party Room reservations. I understand if I do not abide by these rules I will be subject to a penalty up to the full amount of my security deposit.

Responsible Residents Signature

Date

Clubhouse Staff Signature

Date