



## Clubhouse Rental Agreement

The Rivertown Park Community Clubhouse may be rented to host meetings and social gatherings. The Clubhouse is fully furnished and equipped with restrooms, a full kitchen, cable-TV, Wi-Fi, and folding tables and chairs. **Maximum Occupancy is 50.**

**Facility Rental Fee & Security Deposit:**  
**\$400 All Day (8:00am to 10:00pm)**  
**\$250 Half Day 8am to 2pm or 4pm to 10pm**  
*Security Deposit: \$150*

Resident's Name: \_\_\_\_\_

Street Address: \_\_\_\_\_, Wyoming MI 49418

Telephone: Home: \_\_\_\_\_ Mobile: \_\_\_\_\_

Email address: \_\_\_\_\_

Describe the nature of your event: \_\_\_\_\_

Date of Event: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_ Est. Attendance: \_\_\_\_\_

Food/Beverage Present?  Yes  No Caterer Present?  Yes  No Alcohol on  Yes  No

Property?  Yes  No Liability insurance is required if "Yes."

### **Payment Information (checks payable to "Rivertown HOA")**

Security Deposit: \$ \_\_\_\_\_ Check # \_\_\_\_\_

Rental Fees: \$ \_\_\_\_\_ Check # \_\_\_\_\_

**Cornerstone Management Company will reserve the facility subject to availability upon receipt of the rental fee and security deposit, liability insurance (if applicable), and your signed rental agreement.**

**Return to: Cornerstone 12048 James Street Holland, MI 49424**

## Rental Policy Information

**Facility Usage:** The facility may not be reserved more than one (1) year in advance. No facilities may be used for fund-raising purposes without prior approval from the HOA. Sale of Alcohol is prohibited. Requests for periodic, regularly recurring use of the facility must be approved by the HOA.

**Hours:** The facility may be rented Monday - Sunday 8:00 am to 10:00 pm. The facility may not be used past 12am without prior approval from the HOA Management Company. Please allow appropriate time for setup before the event and clean up after your event.

**Rental Agreement:** To reserve the Rivertown Community Clubhouse, a Facility Rental Agreement must be completed, signed, and returned to the Cornerstone Management Company. Residents **MUST** be current on their homeowner dues in order to rent the facility.

**Rental Fees:** All rental fees and a refundable security deposit are due at the time of application.

**Security Deposit:** All rental applicants must pay a security deposit of \$150.00. The deposit is refundable if the facility is left clean and there is no damage to furnishings or equipment. Any costs incurred in cleaning or repairing the facility will be deducted from the deposit. Should damage exceed the deposit, the association will resort to legal remedies, including a lien on homeowner(s) property. The decision of whether the deposit shall be refunded is solely up to the Rivertown HOA and will not be refunded until the facility has been inspected by a Rivertown HOA board representative.

**Reservations:** Clubhouse reservations are "first-come, first-served," **with priorities given to Rivertown Homeowners Association functions.** A completed reservation form, rental fee, and security deposit are required by the HOA management company to finalize a reservation.

**Reservation Status:** A rental reservation is considered binding after the facility Rental Agreement has been signed by the rental applicant and approved by the HOA management company. Renter will receive a confirmation letter which will include a Post Function/Event Cleanup Checklist and instructions on gaining entry to the facility.

**Parking:** Limited spaces are available for parking at the Rivertown Community Clubhouse. Vehicles shall not be parked on the grass. Vehicles can be parked along the road leaving room for traffic to flow. Rivertown tennis court parking lot may be used for overflow parking. Wyoming Police may ticket all vehicles parking against the flow of traffic.

**Personal Property:** The Rivertown HOA is not responsible for any valuables or personal property left on the premises.

**Animals:** Animals, with the exception of service animals, are not permitted inside the Rivertown Community Clubhouse without prior approval of the HOA.

**Decorations:** No decorations or temporary fixtures may be

**Alcoholic Beverages:** If any alcoholic beverage is to be present, proof of host liquor liability insurance must be provided with combined single limit coverage of \$1,000,000 with respect to injuries, deaths, or damages. This may be accomplished through a general liability or excess liability (umbrella) rider to the Homeowner(s) policy or through a separate policy, provided that the rider or additional policy specifically covers host liquor liability. Proof of such insurance must be delivered to the office of Cornerstone Management Company at least one (1) week prior to the Clubhouse rental, or the rental agreement is subject to automatic termination by the Association. Alcohol cannot be sold on the premises.

**Cleaning:** The facility must be cleaned, all decorations and trash must be removed, and the facility must be vacated by the end time indicated on the Facility Rental Agreement. The rental applicant is responsible for the removal of all personal articles, including leftover food, decorations, etc., and depositing trash in the trash receptacles provided. All table tops, furniture, countertops, and appliances must be free of food items or spills. Furniture should be returned to its original location. Appliances and lights should be turned off, all doors/windows locked, and the alarm set. Cleaning checklist left on the kitchen counter.

**Caterers:** Rental applicants may choose to employ an outside caterer for their event. Caterers are required to abide by all policies outlined in the Facility Rental Agreement. All food and beverages must be removed from the premises after the event. Waste food, ice, and beverages may not be dumped onto soil or landscaping anywhere on the premises by guests or catering staff. Rental applicants and/or their caterers are required to provide their own tableware, linens, and service needs. No catering equipment, décor, or other items may be left behind or stored on the property after an event unless prior arrangements have been made with the HOA.

**Minors:** Any rental with participants under the age of 18 is required to have at least one adult chaperon for every ten minors present during the event.

affixed to the building or any architectural feature with nails, tacks, staples, or any application that will cause irreversible damage. Tape is not permitted on any walls, glass, or fixtures.

**Confetti:** Thrown rice, birdseed, glitter, and all types of confetti are prohibited inside the Rivertown Clubhouse.

**Candles:** All candles must be contained in a glass container taller than the top of the candle flame.

**Smoking:** Smoking is prohibited inside and must be 150ft from any door outside.

**Care of Premises:** Neither renter nor its guests will cause damage to the premises or permit anything to be done whereby the premises will be in any manner injured, marred, or defaced. Renter will not make or allow to be made any kind of alterations to the premises. The premises shall be inspected by a Rivertown board member after the event to ascertain any damage which might have occurred during the event or pre/post-production of the event. **Special care must be taken when moving furniture to prevent damage to walls and floors. Do not drag furniture across the surfaces.** No portion of the sidewalk, entries, passages, fire exits, or stairways may be obstructed by the renter, their guests, or representatives or used for any other purpose other than ingress or egress from the premises.

**Acceptance of Premises:** It is understood that client accepts premises "As-Is." The client may make, at its own expense, only those changes, alterations, installations, and decorations that are stated in this agreement. Premises will be returned in the same condition as when first occupied.

**Questions/Problems?** If you have any questions or problems before or during your rental of the Community Clubhouse, please call Cornerstone Management at 616.741.9600.

## **Acknowledgment**

I have read all of the rental policy information, and by signing below, I agree to comply with the provisions of this rental agreement. I understand that my security deposit may be forfeited, or I may be billed for any additional expense should any of the aforementioned requirements be ignored or abused, or if any damages are a result of the actions of my rental.

Renter(s) acknowledges that his/her use of the facility is purely for the pleasure of his/her guests. Rivertown Board of Directors sanctioned community events shall be permitted for the benefit of the community and shall have scheduling preference. Renter further acknowledges that neither Cornerstone Management Company ("Manager"), nor the Rivertown Homeowners Association ("Association"), has assumed any responsibility for, nor shall the Manager or the Association have any liability for, the actions or inactions of the renters and his/her guests and invitees or for any injury, damage or loss any person may sustain while using the facility or in connection with or as a result of any activity, including consumption of alcohol or other intoxicating substances, engaged in by any person while using the facility.

Renter(s) on behalf of himself, his heirs, successors and assigns, and on behalf of his/her guests and invitees, their heirs, successors, and assigns hereby release the Manager, the Association and the respective officers, directors, agents, shareholders, members, successors and assigns, from any claims which renter(s), his or her guests, and invitees, now have or may hereafter have which are related in any way to any loss, damages or injury that may be sustained in connection with their use of the facilities or as a result of any activity, including consumption of alcohol or other intoxicating substances, engaged in while using the facility.

Renter(s) on behalf of himself, his heirs, successors, and assigns, agrees to indemnify, defend and hold harmless the Manager and the Association and their respective officers, directors, agents, shareholders, members, successors, and assigns against any and all claims, demands, damages, costs, and expenses, including reasonable attorney fees arising from the user of the facilities, including the buildings and sidewalks adjoining same, by the Renter(s), his or her guests, and invitees, or as result of any activity including consumption of alcohol or other intoxicating substances, engaged in by such person while using the facility. In the event, any action or proceeding is brought against the Manager of the Association, their respective offices, directors, shareholders, agents, members, successors, or assigns by reason of any such claim, renter(s) covenants and agrees to pay all costs of defense of such action or proceeding by counsel satisfactory to the manager and the Association.

The foregoing indemnification and defense obligations shall not be conditioned upon the availability of insurance coverage, and renter(s) failure to obtain insurance coverage or the refusal of the insurer to pay any claim or otherwise assist renter(s) in fulfilling such obligations shall not relieve renter(s) of the indemnification and defense obligations set forth herein.

**Signature of Renter:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**The Rivertown HOA reserves the right to refuse applications for good cause or revoke the rental applicant's permit privileges. If this occurs, we will attempt to notify you as soon as possible.**