



# Lake Forest Yacht Club

## Contract for Member's Private Function Clubhouse Rental

Name of Member Applicant: \_\_\_\_\_

Address of Applicant: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Date of Rental: \_\_\_\_\_ Number of people expected: \_\_\_\_\_

(Maximum Occupancy 150 people)

Type of Function: \_\_\_\_\_ Time of Rental: \_\_\_\_\_

I \_\_\_\_\_ will be attending this event \_\_\_\_\_

(Member name - Please print)

(Signature Required)

Rental Fee For 1- day Rental: \$425.00\* Check #: \_\_\_\_\_ or Cash Receipt #: \_\_\_\_\_

Rental Fee For a 2-day Single Event: \$670.00\*

Rental Fee For a 3-day Single Event "Wedding Special": \$830.00

\*Security Deposit Required \$300.00 Check#: \_\_\_\_\_ or Cash Receipt #: \_\_\_\_\_

1. The information contained in this application is true. If information in the application is found to be incorrect/false, the security deposit will be withheld, and the membership will be reviewed.
2. The applicant acknowledges that he/she is (1) a current member in good standing of the Lake Forest Yacht Club as of the date of this contract as well as the date of the function. (2) Is 18-years of age or older, and (3) having read and understands the rules regarding the rental of the club. Further it is against the LFYC policy to rent the Club for the Lake Forest Resident/property owner eligible to join LFYC as a member but has not.
3. The rental fee payment and the deposit check must be paid by the member of the LFYC renting the club, directly.
4. **The applicant confirms that this rental is for a Private Function only.** The LFYC definition of a "Private Function" is an event reserved by a member, attended by the member, and for guests invited by the member. Any function that is openly solicited to the general public in the form of any public advertising as well as and/or a fee is charged to attend the event will be considered a public event and not be permitted. The LFYC trustee board may at their discretion terminate the member rental with forfeiture of part of or all of the rental fee paid by member in violation of this policy\*
5. This activity proposed does not violate any rules of the Lake Forest Yacht Club, nor will any activity or conduct violate any local, state or federal law or regulation.
6. I understand that the proposed activity is limited to the Clubhouse and Clubhouse Patio only. I understand and will make all Guests to the Lake Forest Yacht Club under this rental agreement aware that they may not use any other part of the club. Excluded areas are beach, playground, other areas of the property unless permission has been granted to the renter and its guests in writing.
7. I understand that this rental is only for the date above, all set up and cleanup activities must be performed on that day only. There is no access to the club earlier or later than the date which is rented, and **I cannot access the Clubhouse until 9am on the date of my rental.**
8. **I agree that I will be in attendance for the entire event and will be responsible for the conduct of those attending this event. The "event" is defined as the entire rental period during which the renter has accessed the clubhouse keys from office building Lock Box. The event is inclusive of set up and breakdown/clean up. At no time during the event shall anyone but the renter be on club property unattended by the renter.**
9. I understand that I am responsible for any damage that may occur, and we must leave the facility in a clean and orderly condition, and that **NO tape, nails, staples, or other adhesives will be used on the ceilings, walls or tables.** I agree to assume all expenses for necessary damage repairs to the Clubhouse, grounds, and facilities arising from this rental. If any remaining post-rental repairs or cleaning expenses are incurred, the Renter shall be obligated to immediately pay the Club all amounts incurred by the Club to restore the Clubhouse, grounds, and facilities to pre-rental condition.

10. The applicant shall schedule and sign off walkthrough before and after the rental. Should the renter not be present for pre and post Club walkthrough they will be bound by the findings of those inspections without recourse or objection to their findings. Renter will be responsible for all defects found.
11. I understand and agree to purchase table covers to be used on ALL tables taken out for my event and agree to protect the surface of the tables. No sharp materials may be used to secure table coverings including but not limited to staples, nails, thumbtacks, or pushpins. Any damage resulting in repair/replacement of the table(s) for failure to use covers will be my responsibility.
12. I understand that I am responsible for putting all tables and chairs back in their proper places, putting all refuse from both the clubhouse and patio inside the dumpster, and cleaning the inside of the refrigerator, microwave, and oven.
13. Club stove WILL NOT be used for any item that would create or produce grease as this is prohibited by order of the Fire Marshall. The current stove is an induction type and will work only with compatible cookware (metal).
14. The Lake Forest Yacht Club and its Board shall be held strictly harmless by the Renter and invited guests for any and all liability, claims, or damages arising from this rental of the Clubhouse, grounds, and facilities by themselves and their guests.
15. Smoking is prohibited in the Clubhouse, Commodore Room and playground. Smoking is permitted on the concrete patio. Cigarette butts are to be properly disposed.
16. No animals are permitted in the Clubhouse or on Club Property.
17. No alcoholic beverages may be served to, or by any person less than 21 years of age. No other controlled substances are allowed on Club properties. The Renter is solely responsible for providing for the conduct and safe journey home of any intoxicated or impaired guests. Use of the kegerators is prohibited.
- 18A. All fireworks are forbidden on LFYC property. Any member or guest found to be setting off fireworks will be referred to the Board Of Trustees. Penalties for setting off fireworks on club property include suspension of privileges and/or termination of membership without refund of dues.
- 18B. The use of any smoke, mist or vapor creating device or machine is prohibited inside all club facilities. Should the renter trigger the smoke detection system the Fire Department is required to answer the call whether false alarm or not. The renter will be responsible for all fire call fees, which can be \$5,000.00
19. After 8pm outside activities and noise shall be kept to a minimum as not to cause a nuisance to nearby residences or other members using the facilities. Audio entertainment during private club rentals must be kept inside the clubhouse unless written permission has been given otherwise. All indoor music levels shall be moderated at and after 10PM as to not be audible beyond the club parking lot.
20. I agree to return the keys to the Lock Box located on the office building the same day the clubhouse rental is concluded.
21. If a Rental reservation is cancelled 30 days prior to the rental date, the club shall promptly refund the Rental Fee. If a rental is cancelled less than 30 days prior to the rental date, the Club shall retain 50% of the Rental fee and shall promptly return 50% of the Rental Fee.
22. I agree not to exceed the person capacity limit of 150 for this event.

*\* Exceptions to this private function policy may only be considered by written member request and written approval by the LFYC Trustee Board.*

I have read the Clubhouse Rental Contract and Rules and accept all terms and conditions stated. I am aware and agree that having signed the above Rental Agreement that I am open to and/or exposed to additional Personal Liability and have been advised and should seek advice from my own Insurance Agent/Company about these risks. The Lake Forest Yacht Club and its members are hereby relieved of all responsibility, damages or claims except for those caused by it's Sole Negligence. I further understand that none of the Lake Forest Yacht Club's Insurance Policies relieve me of/or cover me or my guest for any claim, loss or exposure having any relationship to the event or otherwise which I have rented the facilities for.

DATE: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_  
 Lake Forest Yacht Club Secretary

## **The Renter's responsibilities checklist:**

1. Return all chairs and tables to locations as marked on the floor in the back-room storage area. Stack chairs no more than 10 high.
2. Remove all items and clean the refrigerator, microwave, and oven.
3. Bag all garbage and place it in the dumpster – do not leave it on the ground near dumpster.

*A \$30 fee will be applied for any trash not placed in the appropriate garbage and recycling dumpsters as labeled.*

4. Inspect and clean all concrete patio areas, grassy areas, and main entrance area for any debris.
5. Lock all windows and doors and close pocket wood doors and latch securely.
6. Turn out all the lights.

*Note -- Cleaning supplies and paper products are not supplied by the LFYC.*

*Please bring your own paper towels, toilet paper, soaps, garbage bags, etc.*

All other cleaning activities will be performed by the post rental cleaning service

## **Lake Forest Yacht Club Clubhouse Rental Rules**