



Condominium Association Clubhouse Rental
270 Country Club Drive, Prospect Heights, Illinois
Contact us:
847-398-1511 • RobRoy270@comcast.net



The Rob Roy Country Club Village clubhouse is a wonderful place to entertain your family and friends! The clubhouse is available to current unit owners for rental on a daily basis when not in use by the association.

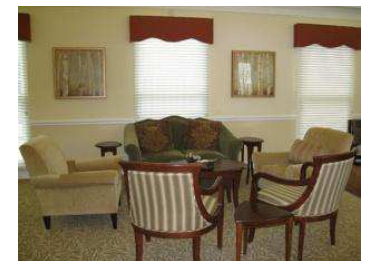


To reserve your date, a check for your deposit, rental and cleaning service is required.

RESERVE YOUR EVENT DETAILS:

- Contact the Clubhouse manger to tour the Clubhouse and reserve your date.
- The Clubhouse may not be reserved more than one year in advance and is subject to association events scheduling.
- Your payment for deposit (\$200), rental (\$200) and cleaning service (\$100-\$200) is due when you make your reservation.
- In order to hold your date, the unit owner must sign a contract and provide a check when making a reservation.
- A walk-thru up to 48-hours before your event allows you to verify the conditions, to receive instructions for equipment and appliances.
- The unit owner must be present during the rental event.
- You are required to clean the Clubhouse immediately after your event and remove all alcohol and food.
- We recommend an optional cleaning service for after-event clean-up: *See our contract for details and options.*

- Bring or rent your own décor, dishes and utensils.
- Set-up the room in a variety of ways to accommodate your guests.
- Parking is available in the front and back lots of the clubhouse.
- *Recently remodeled, the clubhouse can host up to 90 guests for your special event. There is a full kitchen available for prep and warming.*



CONTRACT

- eMail or give renter a copy of the contract.
- **Their event date is NOT penciled in UNTIL you have a signed contract and check for the full amount.**
- The total contract is 4 pages (3 pages rental + 1 page cleaning)
- The rental contract includes all contact information for renter, their party planner, etc.

CLEANING VENDOR

- The cleaning contract is page 4 of the entire contract.
- If a renter is doing their own cleaning they do not need to make a selection;
 - *nor do they need to sign;*
 - *nor do they need to provide additional funds*

BROCHURE

- eMail or provide Brochure to renter
- Mail or eMail brochure to a resident inquiry
- Have brochures available for residents visiting the clubhouse.

CONFIRM A DATE & SCHEDULE

- When a signed contract with a check for the total is returned to the Clubhouse Manager a date can be scheduled and confirmed;
- **NO DATES may be held without both a signed contract & check to include: \$200 DAMAGE DEPOSIT; \$200 RENTAL FEE; and up to \$200 for selected CLEANING or \$0 if no vendor cleaning is selected.**
- Make 2 copies of the signed contract;
 - Give 1 copy of the contract to the renter;
 - Keep 1 copy of the contract in the office file;
 - Send the ORIGINAL signed contract, with 1 check for the total to ROWELL.
- LOG the date tin to the appointment book o eliminate double booking
- Schedule cleaning if requested.
 - Make sure you fax 1 (630) 424-9234, call 1(630) 935-8284 or email Danny Bruno at (Brunod27@comcast.net) to schedule and and confirm event date. Follow up 2 weeks before event to reconfirm cleaning schedule.



Please PRINT & return with your check to confirm your date. Changes must be in writing & authorized by the Clubhouse Manager.

Homeowner:	Day Phone:
Address:	Evening Phone:
Email:	
Planner/Family Contact:	
Planner Phone:	Planner Email:
Rental Date:	Rental Purpose:
Start Time of Event:	End Time of Event:
Anticipated Attendance:	Food Catered(<i>circle one</i>): Yes No
Furniture/Equipment (<i>circle one</i>): Yes No	Caterer Name:
Furniture/Equip Supplier Phone:	Caterer Phone:
Planning Use of Fireplace? (<i>circle one</i>): Yes No	Planning Use of TV/Audio? (<i>circle one</i>): Yes No

ALL PRIVATE PARTIES WILL BE GOVERNED BY THESE RULES;

Clubhouse Rental is a privilege of adult RRCCV homeowners (“Renter”) residing at the homeowner’s Rob Roy address and is in good standing (*current in assessments or charges due the RRCCV “Association,” and is not in violation of any rules or regulations of the Association upon rental and through event date*) with the Association.

1. Use of the facilities by Renter for commercial purposes (sale or contract transactions) is prohibited.
2. The Agreement reserves ONLY the private use of the Rob Roy Clubhouse main room, kitchen and patio. Unrestricted access must be maintained to the exits, office, storage, equipment and rest rooms.
3. Reservations will be accepted up to twelve months ahead for open dates. A check for the deposit, rental and optional cleaning is required to hold a reservation date.
4. The Renter signing this agreement must be present throughout the rental. Renter is responsible to know and comply with Common Element Rules and Regulations and shall not transfer or assign this agreement to anyone else, nor may Renter sign for any third person or entity. Renter is responsible for any damage caused to the Clubhouse or common elements, even if caused by a third party.
5. An exception to the homeowner rental shall be allowed if this occasion is to be a surprise to the Homeowner.
6. The maximum attendance is to be 90 persons, as allowed by the Prospect Heights Fire Department.
7. Evening parties MUST CONCLUDE BY 12 A.M. and the area must be cleaned and returned to original condition by 1:00 a.m. unless the Renter has selected the Association’s preferred cleaning service, in which case, these arrangements will be made by Clubhouse Manager.
8. Guests are not permitted to use the pool, Bocce Court, Picnic Area or Tennis Courts. Additionally, there is no food prep other than warming allowed in the kitchen.
9. The clubhouse furniture, decorations, etc. shall not be moved from the clubhouse or placed in any position where they may be damaged, become unsightly or hazardous. The piano and buffet will not be moved.
10. The security, fire detection, heating, electrical, lighting, plumbing or other clubhouse systems shall not be altered or their proper operation compromised. No smoking or open flames, other than the fireplace are permitted.
11. If the rental involves the use of a consultant, planner, relative, friend, etc. who will be in charge of the setup, placement of furniture, refreshments or clean up, the Renter shall fully inform these people of the clubhouse rules. The Renter is responsible for the compliance of Renter’s guests with the rules.

Renter’s Initials _____

12. The clubhouse is heated and air conditioned. The windows shall remain closed and locked.
13. Guests shall be asked to leave quietly so as not to disturb neighbors and shall not congregate in front of the building. Alcoholic beverages shall not be consumed outside of the clubhouse main room. Any actions on the common elements that disturb residents are considered violations of this agreement.
14. In the event the clubhouse becomes unavailable or uninhabitable due to acts of God or catastrophe on the date requested, the Association reserves the right to cancel, and is liable only for the rental and any deposit fees paid, not for any actual, incidental or consequential costs to the Renter.
15. Optional Association's preferred cleaning service is available and is considered a part of this reservation (*See page 4 of 4 for options*).
16. If Renter chooses to clean-up in lieu of hiring of the Association's preferred cleaning service (*See page 4 of 4 for options*), and additional cleaning is found to be necessary, the additional cleaning will be ordered and billed back to the Renter by the Clubhouse Manager.
- 17. CANCELLATION CLAUSE:** All cancellations must be submitted in writing, signed and dated to the Clubhouse Manager. In the event of a Renters' death or a personal emergency a full refund may be requested and distributed at the discretion of the Board of Directors. **Deposits for both cleaning and damage are fully refundable in the event of a 30 day or more cancellation.** Cancellations made 60 or more days before the event will receive a full rental and full cleaning refund; 30 to 59 days will receive a 50% rental refund and full cleaning refund; **less than 30 days** no rental refund, and all but \$50 of a cleaning deposit refund providing that service was engaged as part of the contract.
18. The Renter is completely responsible for returning the clubhouse in the same condition as it was rented. It is the responsibility of the Renter to schedule a walk-through with the Clubhouse Manager not more than 48-hours prior to the reserved event. Renters may forfeit future rental privileges for any violation and or *for actions or omissions including but not limited to the following*;
- A. Any damage caused to facilities or common areas either directly or indirectly by the Renter and/or attending guests;
 - B. Any charges incurred as a result of failure to return the facilities to their original condition (remove trash, clean floors/carpets, accessories, rest rooms, appliances and countertops and put furniture in its original placement);
 - C. Failure to clean the facility immediately following its use (unless arrangements are made beforehand to use the preferred cleaning vendor to clean). Renters not using the optional Association's preferred cleaning service will provide their own cleaning materials (soap, towels, garbage bags, etc.) and remove all garbage/trash from the clubhouse premises immediately after their event. *See attached preferred vendor flyer for details, options and additional costs.*
 - D. The stove and oven are ONLY FOR WARMING OF PREVIOUSLY PREPARED FOODS. This provision is subject to random inspection by the City of Prospect Heights Health and Fire Departments (municipality). Further, in accordance with City Ordinance, NO food may be prepared or served outdoors. Grills may not be used on the patio or indoors. Any fines levied by the municipality will be billed directly to the Renter.
 - E. Renters must remove and discard all alcoholic beverages, soda or food from the Clubhouse after an event. In the event that any of these items are not removed, the Association or its designated agent may remove said items, dispose of them in any manner as the Association deems appropriate and bill the Renter for this effort.
 - F. Use of the TELEVISION AND SOUND SYSTEM is prohibited without express advanced request and training by an Association Representative. Schedule use and training with the Clubhouse Manager.
 - G. When using the FIREPLACE, the glass doors must be open at least half way. When the gas log is turned off, the doors can be closed.

20. **THE RENTER'S SIGNATURE CONFIRMS RENTER HAS READ THIS AGREEMENT COMPLETELY, UNDERSTANDS IT FULLY AND AGREES TO THE CLEAN-UP REQUIREMENTS AND TO ABIDE BY ALL RULES AND REGULATIONS OF RRCCV ASSOCIATION. RENTER SHALL PROTECT, INDEMNIFY AND SAVE HARMLESS THE ASSOCIATION FROM AND AGAINST ALL LIABILITIES, OBLIGATIONS, CLAIMS, DAMAGES, PENALTIES, CAUSES OF ACTION, COSTS AND EXPENSES (INCLUDING WITHOUT LIMITATION, REASONABLE ATTORNEYS' FEES AND EXPENSES) IMPOSED UPON OR INCURRED BY OR ASSERTED AGAINST THE ASSOCIATION BY REASON OF (I) ANY FAILURE ON THE PART OF RENTER TO PERFORM OR COMPLY WITH ANY OF THE TERMS OF THIS AGREEMENT; (II) ANY ACT OR OMISSION ON THE PART OF RENTER, ITS AGENTS, EMPLOYEES, LICENSEES, CONCESSIONAIRES OR OTHER PERSONS CLAIMING THROUGH OR UNDER RENTER; (III) ANY PERSONAL INJURY TO THE RENTER, ANY GUESTS OR INVITEES; OR (IV) ANY DAMAGE TO THE CLUBHOUSE OR COMMON ELEMENTS. IN CASE ANY ACTION, SUIT OR PROCEEDING IS BROUGHT AGAINST THE ASSOCIATION BY REASON OF ANY OCCURRENCE DESCRIBED ABOVE, RENTER SHALL, AT RENTERS EXPENSE, RESIST AND DEFEND SUCH ACTION, SUIT OR PROCEEDING, OR CAUSE THE SAME TO BE RESTRICTED AND DEFENDED. THE OBLIGATIONS OF RENTER UNDER THIS PARAGRAPH SHALL SURVIVE THE EXPIRATION OR EARLIER TERMINATION OF THIS AGREEMENT.**

21. **IN THE EVENT OF LITIGATION OR OTHER LEGAL ACTION BETWEEN THE ASSOCIATION AND THE RENTER IN WHICH IT IS ALLEGED THAT ONE OR THE OTHER HAS DEFAULTED UNDER THE PROVISIONS OF THIS AGREEMENT, THE LOSING PARTY SHALL PAY THE REASONABLE ATTORNEYS' FEES AND COURT COSTS OF THE PREVAILING PARTY.**

Renter Signature:	Date:
Clubhouse Manager Signature:	Date:
Logged on Calendar:	Date:
24-Hour Walk Through Date: / /	Signature Of Renter OPTING OUT of Walk Through (below):
	X
Clubhouse Rental (due upon contract signing to secure date):	\$ 200
Clubhouse Damage Deposit (due upon contract signing to secure date):	\$ 200 (if there is no damage the deposit will be returned)
Cleaning Selection (due upon contract signing to secure date) (check choice see page 4/4):	<input type="checkbox"/> A/\$100 <input type="checkbox"/> B/\$150 <input type="checkbox"/> C/\$200 <input type="checkbox"/> D/Renter supplied service
Total Deposit Check (to include rental, damage deposit & cleaning fee):	\$
Check Number:	#

One Check or Money Order (NO CASH) must accompany this signed 4 page agreement in order to confirm date.

Please make out your check to RRCCV Rental. Please keep a copy for your records.

**Your damage deposit will NOT be returned until the Clubhouse Manager inspects the premises and is satisfied that the clubhouse has been returned to its original condition. In the event that the deposit does not cover damage or other costs, the balance will be billed to the Renter. Payment for damages will be due immediately (if covered by damage deposit) or within 60 days of the repairs as ordered by the Board of Directors. Approved refund checks will be sent directly to the Renter from our managing agent in up to 30 days from the final inspection. To be completed by Clubhouse Manager and signed by the Renter as indicated:*

Final Inspection by Clubhouse Manager: <i>signature & date:</i>	Deposit refund: ____ Approved ____ Pending
Key Return Date: / /	Approved refund request submitted to Rowell on: / /
X Renter Signature:	Notes:

Renter's Initials _____



RRCCV Preferred Vendor for Rental Clean-up

1.BASIC SERVICES

2.SERVICE PACKAGE

3.COMPLETE WALK-OUT SERVICES PACKAGE

RRCCV Preferred Vendor for Rental Clean-up	1.BASIC SERVICES	2.SERVICE PACKAGE	3.COMPLETE WALK-OUT SERVICES PACKAGE
Vacuum Carpeted Area	Included	Included	Included
Mop Hardwood Floor	Included	Included	Included
Kitchen – Clean Counters	Included	Included	Included
Kitchen – Clean Floor	Included	Included	Included
Foyer – Clean Tile	Included	Included	Included
Garage Bags – <i>Removal of your Bags</i>	Included	Included	Included
Tables – Take Down	NA	Included	Included
Chairs – Take Down	NA	Included	Included
Complete Pick-Up	NA	NA	Included
Wipe Down	NA	NA	Included
Clean Refrigerator	NA	NA	Included
Trash Pick-up + <i>Removal of Garbage Bags</i>	NA	NA	Included
Cleaning Fee	\$100	\$150	\$200

All services are contracted with Daniel S. Bruno Professional Cleaning Services in writing as part of the RRCCV contract. Funds for the selected service are placed on deposit at the time of your contract. *There is a \$50 fee for cancelations made 30 or less days prior to an event.* We do NOT clean coffee machine, carafes or any serving dishes or containers. Please contact us directly if you have any questions. eMail: BrunoD27@comcast.net

Renter's Initial _____

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