

STONEHENGE CONDOMINIUM ASSOCIATION  
CLUBHOUSE RENTAL REQUEST

DATE \_\_\_\_\_

CO-OWNERS NAME \_\_\_\_\_ PHONE \_\_\_\_\_

ADDRESS \_\_\_\_\_ UNIT NUMBER \_\_\_\_\_

DAY/DATE OF RENTAL \_\_\_\_\_ FROM \_\_\_\_\_ TO \_\_\_\_\_

FULL PARTICULARS AND DESCRIPTION OF OCCASION/FUNCTION/HONOREE:

\_\_\_\_\_  
\_\_\_\_\_

NUMBER OF PEOPLE EXPECTED \_\_\_\_\_ WILL FOOD BE SERVED: YES \_\_\_\_\_ NO \_\_\_\_\_

IF YES, WILL IT BE CATERED? \_\_\_\_\_

NAME OF CATERER: \_\_\_\_\_

IF NOT WILL FOOD BE WARMED AT THE CLUBHOUSE: YES \_\_\_\_\_ NO \_\_\_\_\_

THE RENTER HEREBY AGREES TO INDEMNIFY AND HOLD HARMLESS STONEHENGE CONDOMINIUM ASSOC., THE BOARD OF DIRECTORS OF STONEHENGE CONDOMINIUM ASSOC., THEIR AGENTS, EMPLOYEES, ASSIGNS, SUCCESSORS, AND EACH CO-OWNER FROM ALL LIABILITY, IN LAW OR IN EQUITY, WHICH ARISES IN CONNECTION WITH THE USAGE OF ALCOHOLIC BEVERAGES IN THE CLUBHOUSE OR ON THE COMMON ELEMENTS PURSUANT TO THIS CONTRACT, INCLUDING COSTS, ATTORNEYS FEES, AND OTHER EXPENSES ATTENDANT TO LEGAL REPRESENTATION OF THOSE INDEMNIFIED AND HELD HARMLESS HERETO.

CO-OWNER ACCEPTS FULL RESPONSIBILITY FOR A TOTAL CLEANUP AND REMOVAL OF TRASH AND OTHER WASTE MATERIALS IN ACCORDANCE WITH THE ATTACHED POLICY AND RULES PAGE WHICH IS A PART OF THIS RENTAL AGREEMENT.

SIGNATURE OF CO-OWNER \_\_\_\_\_

RENTAL FEE: \$100.00 SECURITY DEPOSIT: \$150.00

SEPARATE CHECKS FOR BOTH THE RENTAL FEE AND THE SECURITY DEPOSIT MUST ACCOMPANY THIS APPLICATION PAYABLE TO: STONEHENGE CONDOMINIUM ASSOCIATION

FOR OFFICE USE ONLY

DATE OF FEE & DEPOSIT \_\_\_\_\_ AMOUNT TENDERED \_\_\_\_\_

DEPOSIT ACCEPTED BY: \_\_\_\_\_

DATE DEPOSIT RETURNED: \_\_\_\_\_

AMOUNT RETURNED: \_\_\_\_\_ MONEY WITHHELD: \_\_\_\_\_

COMMENTS \_\_\_\_\_

DATE KEY PICKED UP: \_\_\_\_\_ RETURNED: \_\_\_\_\_

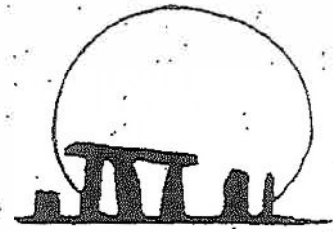
**STONEHENGE CONDOMINIUM ASSOCIATION**  
**RULES FOR RENTAL OF THE CLUBHOUSE**

1. Co-owner may apply to rent the INTERIOR of the clubhouse for private parties/functions. The use of the swimming pool, pool deck, tennis court or the grounds area outside the clubhouse IS NOT PART OF THE RENTAL AGREEMENT.
2. All clubhouse rental applications will be processed by the office - call 477-8862 for information/forms.
3. The clubhouse will not be rented to a co-owner whose Association fee and/or charges are past due.
4. The full amount of the rental fee and deposit (two checks) must be paid with the rental application.
5. Information requested on the application must be provided in full.
6. The Co-owner who rents the clubhouse assumes full responsibility and is liable to the Association for the actions of all persons invited to or in attendance at their party/function.
7. The co-owner who rents the clubhouse must assume full responsibility for all actions of persons attending the party/function and any damages and/or losses connected with the rental of the clubhouse.
8. The posted capacity of forty (40) persons must not be exceeded - per Fire Department.
9. Parking regulations MUST BE OBSERVED. Clubhouse parking area will accomodate approximately twenty (20) cars. ABSOLUTELY NO PARKING will be permitted in driveways and within courts and any posted "NO PARKING" areas. Excess cars must be parked on Stonehenge Blvd. The renting co-owner MUST OVERSEE THE PARKING OF GUEST CARS.
10. Hours for private parties/functions on Monday - Thursday and Sunday, may not be later than Eleven (11) P.M. Friday and Saturday nights may not be later than one (1) A.M. Because of possible conflict and/or disruption to clubhouse facilities, rentals will not be scheduled on Memorial Day, Fourth of July, Labor Day Holidays and/or those Holiday weekends.
11. Party noise/music must be held to a reasonable level and SHALL NOT be disrupting to condo owners in the immediate vicinity of the clubhouse.
12. Party goods and materials/decoration set ups WILL NOT BE PLACED in the clubhouse prior to rental period.
13. The renting co-owner and guests must vacate the premises no later than the time specified on the application. (See rule #10).
14. The renting co-owner is responsible for turning off lights and securing the clubhouse when leaving and return of the key to the office. The renting co-owner must be present during the entire period of the rental.
15. Alcoholic beverages may not be served to minors. The Clubhouse is a non-smoking facility.
16. Complete cleanup includes:
  - A. Vacuum floors, clean kitchen floor as needed, "spills" cleaned.
  - B. Sinks, countertops, tables wiped clean. Ash trays washed.
  - C. Oven, stove and refrigerator wiped clean of all spills.
  - D. Furniture, if rearranged for the party, returned to original location.
  - E. Removal of all trash (includes restrooms) from clubhouse.
  - F. Removal of all personal items from coat racks, kitchen, etc.
  - G. Restroom facilities cleaned.
17. Premises will be inspected before security deposit is returned.
18. Use of the clubhouse for a profit making or commercial event is not permitted. THE BOARD RESERVES THE RIGHT TO DENY ANY RENTAL APPLICATION.

DATE: \_\_\_\_\_ RULES ACCEPTED: \_\_\_\_\_

# Stonehenge

Condominium Association



## Checklist for Refund of Security Deposit from Rental of Clubhouse

To ensure your refund of \$ 150.00 security deposit from the rental of the clubhouse, the following guidelines should be met.

1. All dishes, coffee maker, and all other equipment that was used should be washed and then returned to its original location.
2. The sinks, counters, stove, oven and tables should be cleaned.
3. The carpet should be vacuumed as needed.
4. The kitchen floor should be mopped as needed.
5. **DOUBLE CHECK THAT THE STOVE AND OVEN IS OFF.**
6. Check all outside doors and windows to ensure that they are locked, also be sure the doorwalls are secured with the bars in the track.
5. Turn off all lights except in the entrance way.
8. All cleaning supplies will be furnished by the renter, however the Association has a vacuum, mop, and pail available for the renters use.
9. You are to empty all trash and take it home with you.

**THE CLUBHOUSE WILL BE INSPECTED BY THE  
CHAIRPERSON OR HIS DESIGNATED REPRESENTATIVE,  
THEN YOUR REFUND WILL BE RETURNED.**

CKLISTCL

23535 Meeting Hall Lane Novi, Michigan 48375

Office 248.477.8862 Fax 248.477.1978

# Clubhouse Furniture

2 round tables (5' each)

2 rectangle tables (8' x 2 ½' each)

5 card tables

40 chairs