

**Strawberry Condominium Association**  
HOSPITALITY ROOM RENTAL AGREEMENT

The clubhouse hospitality room is available exclusively to Strawberry residents for private events at times and dates designated by the Board of Directors and explicitly noted in a rental agreement. Owners who are in good standing with the association are permitted to rent the hospitality room. Resident tenants of owners in good standing are also eligible. Non-resident owners are not eligible to rent the facility.

Resident Name: \_\_\_\_\_ Date of Event: \_\_\_\_\_  
Unit Number: \_\_\_\_\_ Event Description: \_\_\_\_\_  
Phone: \_\_\_\_\_ Estimate No. of Guests: \_\_\_\_\_  
E-Mail: \_\_\_\_\_ Start Time: \_\_\_\_\_  
(Time period not to exceed 8 hrs.) End Time: \_\_\_\_\_

**RESERVATIONS, FEES, AND DEPOSITS:** (Fees and deposits are subject to change without notice.)

Reservations: Reservations may be made by contacting the designated Association representative (877.999.6491) to secure a rental date and sign the required rental agreement. A tentative hold may be placed on a date without a payment for 24 hrs. Your hold will automatically be released after 24 hrs. if you have not confirmed your date with a payment. No more than one date may be placed on hold at one time.

Rental Fee: A \$75.00 (**Check or Money Order Payable to Strawberry Condo**) fee is required at the time of reservation. (mail to FirstService Residential 25 NW Point Blvd. Elk Grove Village, Illinois 60007)

- This fee is non-refundable if the event is cancelled less than 30 days prior to the reserved date.

RENTAL FEE OF \$75 PAID ON: _____ (date)	
Resident Signature	Association Representative Signature

Security Deposit: A \$300.00 (**Check or Money Order Payable to Strawberry Condo**) security deposit is required to be sent at the same time as the rental fee. (mail to FirstService Residential 25 NW Point Blvd. Elk Grove Village, Illinois 60007)

- The security deposit will be refunded within 14 days provided all conditions of the agreement are met. These include but are not limited to proper clean-up, no damage found in any areas, and no disturbances or complaints reported.

SECURITY DEPOSIT OF \$300 PAID ON: _____ (date)	
Resident Signature	Association Representative Signature

- Key fob and event signs were received on \_\_\_\_\_ (date)

Security deposit in the amount of \$ _____ was returned on _____ (date)
Resident Signature
(Reasons for partial deposit return: _____)

Events held in the hospitality room must adhere to the following guidelines:

The following guidelines are in addition to all applicable rules and regulations that are outlined in the revised Article VIII of the Rules and Regulations manual, sections K and L. The Resident/Host should review all guidelines.

1. Events are limited to 75 persons.
2. The Resident/Host must remain at the event throughout its entirety and accepts responsibility as the host in charge. The Resident/Host Is responsible for the conduct of their guests.
3. Access to the area will be by designated fob.
4. Events signs will be placed on or near Hospitality Room doors to provide notice to Association members of the times the room will be closed for a private event
5. Event attendees are restricted to the use of the Hospitality/Game Rooms, restrooms and outside deck areas only. Guests are to remain Inside the clubhouse or on the outside deck during the event. Guests are prohibited from using the pool, sauna, fitness center, laundry and mailrooms. Guests are not to roam or loiter around the grounds. Nothing is to be thrown or dropped into the pond.
6. The rental period may not exceed 8 hours. The period may commence as early as 8:00 am but not extend beyond 12:00 am (midnight) Saturday or Sunday mornings or 10:30 pm Sunday through Thursday nights.
7. The Resident/Host is solely responsible for any and all Items which are brought to and left In the clubhouse areas. The Association will not be held responsible for any such items that are lost, damaged or stolen. All items must be removed by the end time of the event.
8. Decorations and Lighting:
  - a. Small enclosed candles are acceptable for table decorations. All balloons must be anchored down.
  - b. Use of fire, smoke, fog (for special effects), sprinkles, confetti, or glitter is prohibited.
  - c. No staples, screws, tacks, nails, or duct tapes are permitted on the walls.
9. Events and Activities not permitted:
  - a. No event is to be publicly advertised by any means (flyers, ads, social network, etc)
  - b. The selling of tickets (cover charge), food, beverages, and alcohol is strictly prohibited.
  - c. No activities deemed Illegal may be conducted during the event.
  - d. Any activities that result in complaints and / or police Intervention will result In fines and penalties.
  - e. Any report of the above activities will result in the Immediate shutdown/cancellation of the event and forfeiture of the security deposit. The Host/Resident will lose clubhouse access privileges.
10. Host/Guest Behavior:
  - a. No smoking Is allowed in any interior areas of the clubhouse.
  - b. Children shall always be under adult supervision.
  - c. No alcohol will be served to anyone less than 21 years of age.
  - d. No loud, boisterous behavior or roughhousing Is allowed. No climbing or sitting on railings or game tables allowed. No standing or jumping on furniture will be tolerated.
  - e. All music must be kept at a reasonable volume and must be turned off 1/2 hour before the end of the event.
  - f. Pool and shuffleboard tables are not to be moved. These actions are subject to a \$200 fine.
11. Parking:
  - a. Attendees can park in the yellow GUEST spaces only. Cars parked in white resident spaces may be towed without warning.
  - b. Temporary parking in the fire (red) zone is allowed only for immediate loading and unloading. Vehicle hazard lights should remain on while in the red zone.
  - c. Driving or parking on the walkways or grass will result in an immediate fine to the Host of \$300 as well as the loss of access privileges.
12. Clean-Up:
  - a. Resident/Host Is responsible for all clean-up and trash removal from the rooms, parking lots and surrounding areas. Trash must be placed in dumpsters. All decorations and balloons must be removed.
  - b. The condition of the restrooms must be checked, spills removed, and any litter picked up.
  - c. The kitchen area may only be accessed by adults. Resident/Host is responsible for all clean-up. No food or beverages may be left in the refrigerator/freezer. There will be no improper disposal of food Items, bones or grease down either of the sink drains.

**RELEASE AND WAIVER AGREEMENT**

This Release and Waiver Agreement is made by and between Strawberry Condominium Association, an Illinois not-for-profit corporation ("Association") and \_\_\_\_\_ ("Resident").

**RECITALS**

WHEREAS, Association is an Illinois not-for-profit corporation, organized and operating for the administration and maintenance of the common elements/areas at the property commonly known as Strawberry Condominium Association; and

WHEREAS, the Association administers and maintains a hospitality room for the use and enjoyment of all Association residents and authorized guests; and

WHEREAS, the duly elected Board of Directors for the Association is empowered to adopt rules and regulations for the use and enjoyment of the Association's common elements/area, including but not limited to the hospitality room.

**HOSPITALITY ROOMS**

1. The hospitality room is used for meetings of the Association and its committees, and programs sponsored by the Association or its Activities Committee.
2. When not reserved for the above activities, the room(s) is/are available, for a fee, to a resident for a private event
3. Private events are limited to:
  - a) A meeting attended by residents only; or
  - b) A party attended by relatives or personal friends only and given for a purely social purpose.
4. No events are permitted for any political, civic, charitable, professional, business or commercial purposes, or any function involving a fee or fund-raising unless sponsored by the Association.
5. Reservations must be made with the designated representative of the Association who is currently managing the rental of the Room.
6. A Hospitality Room Rental Agreement must be completed, and the required fees and deposit paid prior to the use of the Room.

**WITNESSETH:**

NOW, THEREFORE, in consideration of the mutual covenants stated herein, it is hereby agreed as follows:

1. Resident agrees to abide by all rules and regulations of the Association governing the use of the hospitality room and shall be responsible for supervising proper conduct and rule conformity for all occupants of his household or guests using the hospitality room and adjacent facilities.
2. Resident agrees that the Board of Directors, through its duly authorized employees, reserves the right to summarily revoke privileges of Resident(s), other unit occupants or guests of Resident until the Board of Directors meets to take further action. Additional fines or penalties may be levied as allowed by Association rules, regulations, by-laws, and the Law.
3. Resident, on behalf of all unit occupants and authorized guests, does hereby agree to release and indemnify Association, its directors, officers, members, agents and employees from any and all liability for injury or property damage resulting from use of the hospitality room and its adjoining amenities.
4. In the event Resident has reserved the hospitality room for a party or other social gathering for five (5) or more guests, Resident agrees that upon notice of rowdiness, nuisance or other violative conduct, Resident will direct all guests to leave. The Resident can be fined, and privileges suspended. Resident will be financially responsible for any failure to properly clean-up after the event and any damage to or loss of furniture and equipment.
5. All other rules and regulations governing the Association shall always be in effect.

AGREED AND CONSENTED TO THIS \_\_\_\_\_ DAY OF 20\_\_\_\_\_

By: \_\_\_\_\_ By: \_\_\_\_\_ (Resident Signature)  
Strawberry Condominium Association Representative \_\_\_\_\_ (Printed Name)

**Strawberry One North Clubhouse Inspection Report**  
**Party Date:**

UPSTAIRS/DOWNSTAIRS	Before	After
Lights off		
Furniture In Place-Upstairs: No Food, Crumbs, Stains Etc.		
Carpeting Vacuumed		
All Party Decorations Removed Downstairs and Upstairs		
Garbage Removed and Placed in Proper Trash Containers/Recycle Bin		
Table Tops Wiped Down with Clorox Wipes		
Downstairs Floor Swept and Spills Cleaned Up		
Fireplace <b>NOT TO BE USED</b>		

KITCHEN AREA		
Sink and Counter Top Area Cleaned		
Stove Clean		
Garbage Removed to Either the Dumpster or Recycling/Bin		
Floor Clean		
Refrigerator Cleaned, Emptied and Temperature turned down to level: 66		
New Garbage Bag in Garbage Can		
*** If you leave the stove dirty, please advise a board member***		

BATHROOMS		
Toilets in Operating Order and Clean (flushed)		
Toilet Tissue in Place		
Garbage Removed and Placed in Proper Trash Containers		
Sinks Cleaned		
Floor Clean		
Mirrors Clean		
Lights on Automatic		
Pool Access Door Locked		

MISCELLANEOUS		
<b>THERE IS TO BE NO DRIVING UP TO THE CLUBHOUSE AT ANY TIME</b>		
Furniture, Chairs, Tables returned to Original Rooms and Places		
All Patio Doors Locked		
Door to Hallway/ Restroom Locked		
Cleanliness of Walls to be Inspected		
Outside Decorations to be Cleaned Up INCLUDING around the Property		

Before Inspection made on: \_\_\_\_\_ By: \_\_\_\_\_ By: \_\_\_\_\_  
 (Board Member must Date and Sign) (signed/Unit Owner)

After Party Inspections made on: \_\_\_\_\_ By: \_\_\_\_\_ By: \_\_\_\_\_  
 (Board Member must Date and Sign) (signed/Unit Owner)

**Fees: \$100 to rent our the party room and \$300 Security deposit to be returned to Unit Owner when Checklist is completed and there is no damage to property.**

Unit Owner Signature: \_\_\_\_\_  
 Date: \_\_\_\_\_