



**Mail to: P.O. Box 745, Lafayette, Indiana 47902**  
**Clubhouse Rental Contract (Member)**

(Please Print)

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: (home) \_\_\_\_\_ (Work or cell) \_\_\_\_\_

Date requested: \_\_\_\_\_ Hours of Use: \_\_\_\_\_ to \_\_\_\_\_

Number of guests: (Maximum of 100) \_\_\_\_\_

Use: \_\_\_\_\_

\_\_\_\_\_

**Procedures and Policies:**

- Reservations will be taken on a first-come first-served basis.
- Each reservation requires two checks to reserve the date, a security deposit of \$125, and a weekend rental fee of \$125 (clubhouse only) or \$150 (clubhouse & pool).
- Rental fee Mondays through Thursdays is \$75.
- Your security deposit will be returned within 10 days after the event if contract conditions are met. Please report, before the event, any existing damages to the clubhouse and its contents. If damages are discovered after your event, your deposit will not be refunded. There will be no refund of the rental fee if cancelled less than 30 days (1 month) before event. For the month of December, a 60 day notice is required due to the Christmas holiday. Failure to provide this notice will result in forfeiture of the rental fee.
- I agree that I assume personal responsibility for the enforcement of the rules and regulations of Vinton Woods Club, Inc. including, but not restricted to, the use of alcoholic beverages of any kind by my guests under the age of 21 years and for the general decorum of all guests. I further understand the responsibility as outlined herein cannot be delegated to others, including members of my own family.

\_\_\_\_\_  
**Initials**

- I agree to be responsible for all damages to the Clubhouse by my guests or me. I will be present at this event at all times. I further agree, on the behalf of my guests, that Vinton Woods Club, Inc. will not be held responsible for any loss or damage to my or my guests' property or personal injury incurred while on the premises.
- Contact office the week of your event to obtain the key. The Clubhouse is available all day on the date reserved and must be cleaned by 8:00 a.m. the following day.

**Rules:**

- Furniture: Table and chairs should be wiped of spills and stacked.
- Decorations: Only pushpins may be used to hang decorations. Please DO NOT use tape or any other adhesive.
- Noise: Out of respect to the residents who live near the clubhouse, please monitor party noise levels. Please keep amplified music down and control party noise. NO live music is allowed. Remember, all parties must be concluded by 1:00 a.m. If music or behavior of guests is found to be disturbing to the residents of the neighborhood resulting in any type of complaint, your event may be immediately terminated.
- Cleaning: A checklist is provided below as a guide for clean-up after an event. While a cleaning service is in place, there are still some basic cleaning requirements including putting furniture back in place and taking all items with you which you brought in, including garbage and refrigerated items.
- CLEANING CHECKLIST:
  1. Table and chairs wiped of spills and stacked
  2. Floors swept
  3. All wastebaskets emptied
  4. All trash removed from the Clubhouse (dumpster located behind fence)
  5. All food items and decorations removed
  6. Grounds litter free
  7. All doors locked-don't forget the patio doors.

**Miscellaneous Information:**

- Light switches are in the door jams for the bathroom, kitchen and for the main room.
- Thermostats are located on the bathroom door wall-the right is A/C, the left is heat.

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**Initials**

- Cleaning supplies are under the bar-extra supplies and a vacuum are in the supply closet, located between the bathroom and the bar door.
- Please use thumbtacks or pushpins located on the top of the bar.
- All trash from the clubhouse, patio, parking lot, and clubhouse grounds must be put in the dumpster, located to the right of the clubhouse at the edge of the parking lot.
- NO THROWING rocks, plants, stones, or other landscape material onto the tennis courts, or into the pool or ponds.
- Children must be supervised at all times for their safety.
- DO NOT disturb any of the wildlife (ducks, geese, turtles, deer, herons, etc.) in the neighborhood or risk loss of your full deposit.
- Return the clubhouse as you found it.
- The person who rented the clubhouse is responsible for all guests. Any damage to the clubhouse or grounds by any guest at your party will be deducted from your deposit.
- The key may be left on the counter at the end of the event. Lock all doors and windows when leaving.
- **No Fire** or fire accessory of any kind in the amenity area.

**NOTE:**

Clubhouse is NOT handicapped accessible.

This agreement is subject to clubhouse availability,

(Print)

I, \_\_\_\_\_, request rental of the Vinton Woods Clubhouse and have read the procedures, policies, and rules, and agree to abide by all.

Please sign and return to the address below along with your checks, payable to Vinton Woods Club

Signature: \_\_\_\_\_

Date \_\_\_\_\_

Approved by: \_\_\_\_\_

Date \_\_\_\_\_