

RENTAL AGREEMENT
Sunflower Village Homes Association
45800 Hanford Rd., Canton, MI 48187
734-453-2022

Name: _____ Telephone # _____

Address: _____ Lot # _____

I/We request the use of:

GAINSBOROUGH CLUBHOUSE
 45956 Gainsborough Dr

HANFORD CLUBHOUSE
 45800 Hanford Rd

Date: _____

Date: _____

Day/Time: _____

Day/Time: _____

IS THIS A SURPRISE PARTY? _____ **YES** _____ **NO**

The rental fee for the Clubhouse is **\$275.00 -- \$375** on certain holidays (see terms and conditions). A **\$400.00 Security Deposit** is required from the above renter (**\$500.00 deposit -- cash or cashier's check -- if the renter is renting for a non-resident or if the renter was charged after a previous rental**). The Security Deposit is paid at the time keys are picked up. The Security Deposit check will be shredded upon inspection and determination that the clubhouse facilities were left clean, damage free and all rental terms and conditions were followed.

I certify that I am currently a Homeowner/member or tenant/assignee of Sunflower and will be on the date of the rental. I also certify that I am 21 years of age or older, and that I will be attending and will be the host/hostess on the above date. _____ **(Initial here)**

I am advised that a minimum of \$50.00 will be deducted from the Security Deposit if there is any damage to the clubhouse, contents, fixtures, or grounds and the Security Deposit will be used to afford moneys for repairs and/or replacements. A full day renter has access to the building at 9:00 A.M. the day of the rental. The number of people attending will not exceed the capacity of the building. **Access to the building prior to the day of your rental is subject to losing half of the Security Deposit.** _____ **(Initial here)**

No reservation is guaranteed until a signed Rental Agreement with a \$50.00 non-refundable deposit is received and dues are paid in full through the date of the rental. The balance of the rental fee is due 60 days prior to the rental date. If not received within this time frame the rental date and deposit may be forfeited. The full rental fee is due at the time of the reservation if the rental date is less than 60 days away. Cancellation of a reservation within 31-60 days is subject to a fee equal to 50% of the rental fee. There will be no refund for a cancellation within 30 days of the rental date.

There will be a \$40.00 service fee for any returned checks due to non-sufficient funds.

By signing this Agreement, I agree to conform to the Terms and Conditions set forth by the Sunflower Board of Directors and understand that my rental privileges may be suspended if I fail to conform. I accept full responsibility for all damages to the Clubhouse, contents, fixtures or grounds that may result from neglect or accident by myself or those taking part in the activities for which I have rented the Clubhouse. I further agree to indemnify the Association and the Board of Directors against liabilities resulting directly or indirectly from said function. _____ **(Initial here)**

Office Use Only	
DEPOSIT - Amount: _____ Check #: _____ Date Received: _____ QB _____	Dues paid _____
RENTAL - Amount: _____ Check #: _____ Date Received: _____ QB _____	
SECURITY DEPOSIT: _____ Check #: _____ Received: _____ Shredded _____	Keys _____

INSPECTION FEE SCHEDULE

(refer to "Terms And Conditions for Clubhouse Rental" for specific details)

NO SMOKING IN THE CLUBHOUSE *

Access to the Clubhouse prior to the day of your rental		1/2 of security deposit
Carpet cleaning	Minimum	120.00
Burn marks on carpet from dragging tables or chairs	Minimum	100.00
Spot cleaning	Minimum	50.00
Furniture damage	Minimum	200.00
Picture damage -Taking framed pictures and/or decorations off the wall	Minimum	100.00 50.00 + Damages
Balloon Damage to Fans (strings stuck, blades broken, etc. Be sure to weight balloons down)	Minimum	100.00
The use of tape, pins, thumbtacks, sticky tack, etc. on walls, blinds, furniture, fireplace, pictures, etc. or open flame candles, confetti / glitter IS NOT PERMITTED	Minimum	100.00
Leaving door(s) unlocked		400.00 + damages
Chair & table damage	Minimum	100.00 / table 75.00 / chair
Not cleaning	Minimum	400.00
Broken blinds	Minimum	150 / blind
Damage to heat / air vents		25.00 / vent
Not resetting room	Minimum	150.00

* Any costs that exceed the above mentioned amounts or any costs for cleaning or damage caused by smoking in the clubhouse will be substantiated with a proper invoice and charged to the renter. If damage repair costs exceed the amount of the Security Deposit, the additional amount will be charged to the renter.

SVHA reserves the right to inspect the clubhouse before, during, and/or after a rental.

I read & understand the Rental Agreement and the Terms and Conditions For Clubhouse Rental

Renter's Signature: _____ Date: _____

Clubhouse Manager's Signature: _____ Date: _____

TERMS AND CONDITIONS FOR CLUBHOUSE RENTAL

The Sunflower Clubhouses are to be used as meeting places for the Homeowners of Sunflower

SECURITY DEPOSIT - a Security Deposit will be collected at the time the Renter picks up the keys. The Security Deposit will be \$400.00 for a Homeowner's personal rental or \$500.00 cash or cashier's check if a Homeowner is renting the clubhouse for a non-resident or if the Homeowner was charged after a previous rental. The Security Deposit will be shredded/refunded within three (3) business days after inspection and determination that the clubhouse facilities were left clean, damage free and all rental terms and conditions were followed. If the inspection determines that charges apply, the Security Deposit will be deposited to cover those charges. A refund check for the balance will be mailed. Keys are to be left in the dropbox of the rented clubhouse immediately after the event.

HOLIDAY RATE - Due to higher cleaning costs, rental fees on the following dates will be \$375:

- Easter weekend
- Wednesday through Sunday of Thanksgiving
- December 23 through January 3

RENTER'S RESPONSIBILITY

- The Sunflower Homeowner who signs the Rental Agreement (hereinafter known as the "Renter") is responsible for all the guests at the function. **THE RENTER MUST BE PRESENT AT THE FUNCTION.**
- No beer, wine, or other alcohol may be served to minors. The Renter is responsible for the safety of intoxicated persons and their ability to drive. If an accident occurs, the Renter agrees to indemnify the Association and the Board of Directors.
- The Clubhouse may not be rented for the use of gambling/gaming per Michigan State Law.
- The Renter is responsible for meeting and accepting any deliveries. The clubhouse manager will not sign for any deliveries.
- The Renter is responsible for cleaning the clubhouse, returning all cleaning supplies to the storage closet, removing all their trash from the premises, resetting tables and chairs to their original positions, closing the blinds, locking all doors and leaving the key in the drop-box.
- When moving tables and chairs, **DO NOT DRAG THEM ACROSS THE CARPET** (This burns the carpet). Use the chair dollies to move the chairs and carry the tables to where you need them. Tables are not to be moved between floors at the Gainsborough Clubhouse.

HOURS OF USE - The Renter has access to the building at 9:00 A.M. the day of the rental. The clubhouse must be vacated by 11:00 P.M. Sunday through Thursday and by 1:00 A.M. Friday, Saturday and Holidays. Access to the building prior to the day of your rental is subject to losing half the Security Deposit.

CLEANING - Vacuum carpeted area, sweep and mop floors in kitchen, bathrooms and entry area. Wash off all appliances, tables and chairs, sinks and countertops in the kitchen and bathrooms and wipe off all spills on walls, stove, refrigerator and microwave oven. Basic cleaning supplies are provided.

PARKING - Parking in front of resident's homes is permitted if in compliance with local ordinances. Cars in violation may be towed at the owners expense.

RESTRICTIONS

- The pool must NEVER be used during a rental.
- Your guests are requested to stay inside the clubhouse or porch area. Do not let guests disturb clubhouse neighbors.
- **SMOKING IS NOT PERMITTED IN EITHER CLUBHOUSE.** Move the ashtrays outside for those who wish to smoke. Return them to the inside of the clubhouse after your function.
- No sleep-over parties of any kind are permitted.
- The stove and range are non-functional and may not be used per the fire marshal.
- Doors must not be propped open except when moving items in or out for set-up and clean-up.
- Music must be played **inside** the building, and at a level that will not disturb residents

DECORATIONS CANNOT BE AFFIXED TO THE WALLS, WOODWORK, BLINDS, CURTAINS, FIREPLACE OR PICTURES. Decorate the tables or use free-standing decorations, i.e. use an easel. Weigh balloons down to avoid damaging the fans. Use of open flame candles, confetti and glitter IS NOT PERMITTED.

CANCELLATION FEE: 0-30 days - NO REFUND; 31-60 days - 50% of the rental fee

THE CLUBHOUSE MANAGER AND THE SUNFLOWER BOARD OF DIRECTORS RESERVE THE RIGHT TO SET FORTH SPECIAL RULES GOVERNING UNIQUE AND UNUSUAL SOCIAL FUNCTIONS. THESE RULES WILL BE BINDING ONLY FOR THE SPECIFIC EVENT.

Helpful Information for your Rental:

GAINSBOROUGH CLUBHOUSE

**Children are not to be left unattended, especially in the lower level.
Do not move tables and chairs between floors.**

Parking Places - 24 and 1 handicap
Capacity - 60 people/level

Main Floor Meeting Room

8 - 60" round tables
3 - 6'x3' rectangular tables (buffet)
80 - chairs

Room set-up:

6 round tables are to be left up with 6 chairs at each table. 2 buffet tables are to be left up on the vinyl area of the main room and 1 table should be left up on the wall underneath the thermostat. The remaining tables and chairs must be stored in the storage closet off the main room.

Lower Level Meeting Room

9 - 60" round tables
2 - 6'x2.5' rectangular tables
65 - chairs

Room set-up:

9 round tables are to be left up with 6 chairs at each table. The rectangular tables are to be left at the end of the room by the entryway. Additional chairs are to be stacked beside the stairs in the hallway.

HANFORD CLUBHOUSE

Parking Places - 44 and 2 handicap
Capacity - 96 people

Main Meeting Room

12 - 60" round tables
2 - 6'x3' rectangular tables (buffet)
3 - 6'x2.5' rectangular tables
120 - chairs

Room set-up:

10 round tables are to be left up with 6 chairs at each table. The 2 buffet tables are to be left up at the west end by the kitchen. 1 of the rectangular tables may be left up under the kitchen pass-through. The remaining tables and chairs must be stored in the storage room at the east end of the clubhouse.

Keys

The week of the rental, the Homeowner must bring the appropriate Security Deposit to the Office during office hours. If Homeowner is renting for a non-resident, the Security Deposit must be in **cash or cashier's check**. The homeowner must be present at the rental. Access to the building is restricted to the day of your rental **only**. The keys **must** be left in the drop-box immediately following the rental.

DO NOT ATTACH ANYTHING TO THE WALLS, WOODWORK, BLINDS, CURTAINS, PICTURES, FIREPLACE OR FURNITURE. IF BALLOONS GET LOOSE, PLEASE TURN OFF THE OVERHEAD FANS IMMEDIATELY – A BALLOON CAUGHT IN THE FAN CAN CAUSE THE MOTOR TO OVERHEAT AND CATCH ON FIRE!