

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

Name: \_\_\_\_\_ Telephone # \_\_\_\_\_

Address: \_\_\_\_\_ Lot # \_\_\_\_\_ Email: \_\_\_\_\_

Date of rental: \_\_\_\_\_

**I/We request the use of:**

Is this a surprise party? \_\_\_\_\_ YES / NO

\_\_\_\_\_ HANFORD: 45800 Hanford Rd

Is the party for a resident? \_\_\_\_\_ YES / NO

\_\_\_\_\_ GAINSBOROUGH: 45956 Gainsborough Dr

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 via 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, unless indicated otherwise here: Okay to shred check: \_\_\_\_\_ (YES / NO)

\_\_\_\_\_ (Initial here)

**I certify that I am currently a homeowner / tenant of Sunflower Village and will remain so on the date of the rental. I also certify that I am 21 years of age or older, that I will be attending the rental event and that I will be the host / hostess on the above date.**

\_\_\_\_\_ (Initial here)

I am advised that a minimum of \$100.00 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 for repairs and/or replacements. The renter has access to the building at 9:00 A.M. through midnight 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 Contract 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 \$35.00 service fee for any returned checks due to non-sufficient funds.** We require residents with returned checks to pay future events in cash / money orders.

\_\_\_\_\_ (Initial here)

**By signing this contract, 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)

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

## INSPECTION FEE SCHEDULE

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

### NO SMOKING IN THE CLUBHOUSE

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

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	Minimum	\$100.00 / picture
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, or other wall damage.	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	Minimum	\$25.00 / vent
Not resetting room	Minimum	\$150.00
Trash not taken	Minimum	\$50
Keys not placed in drop box		\$100
Wall damage	Minimum	\$100

**Per the rental contract, a minimum of \$100.00 will be deducted from the security deposit for any damages. Fees listed above represent additional aggregate fees.** \_\_\_\_\_ **(Initial here)**

Any costs that exceed the above 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.

\_\_\_\_\_ **(Initial here)**

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

Renter's Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(to be signed by current resident only)

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 remaining balance will be mailed. Keys are to be left in the drop box of the rented clubhouse immediately after the event.

**HOLIDAY RATE** - Rental fees on the following dates will be \$375:

- Easter weekend
- Mother's Day
- Labor Day
- Halloween
- Memorial Day
- July 4<sup>th</sup>
- Wednesday through Sunday of Thanksgiving
- December 23 through January 3

## **RENTER'S RESPONSIBILITY**

- The Sunflower Homeowner who signs the Rental Contract (hereinafter known as the "Renter") is responsible for all the guests at the function. **THE RENTER MUST BE PRESENT AT THE EVENT.** \_\_\_\_\_ (Initial here)
- No beer, wine, or other alcohol may be served to minors. The renter is responsible and liable 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). 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. Access to the building prior to the day of the rental, or after midnight the day of the rental, is subject to losing half the Security Deposit. \_\_\_\_\_ (Initial here)

**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. Put all chairs on tables (seat cushion on table). Basic cleaning supplies are provided.

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

**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. \_\_\_\_\_ (Initial here)

## **RESTRICTIONS**

- The pool must NEVER be used during a rental. Access to pool area not included. \_\_\_\_\_ (Initial here)
- 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.**
- No sleepover 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 for set-up and clean-up. \_\_\_\_\_ (Initial here)
- Music must be played **inside** the building, and at a level that will not disturb residents.
- Children and teenagers are not to be left unattended.

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

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

# HELPFUL INFORMATION FOR YOUR RENTAL

## **GAINSBOROUGH CLUBHOUSE**

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 in the main room. 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. 2 buffet tables are to be left up at the west end by the kitchen, and 1 buffet table by the thermostat. The remaining tables and chairs must be stored in the storage room at the east end of the clubhouse.

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**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!**