

Streamwood Estates Association

Private Residential Clubhouse

Information, Rules and Reservation Form

1. General Information:

- **Rental Charge: \$100. Return all forms to 1844 Streamedge Ct.**
- **Check made payable to Streamwood Estates, due when you pick up your key.**
- **Key can be picked up by Co-Owner from a Board Member at the clubhouse in the days before your event. The Board Member will review the use of the building at that time. Returning the key will also include a review of condition of the building.**

2. Restrictions:

- Number of people 49 (per Fire Marshall).
- Social parties only (no business related functions).
- Clubhouse must be cleaned the same day or night of the function (see list of items to be performed by the Co-Owner the same day/night of the event).
- Clubhouse and parking area and adjacent area must be vacated no later than midnight.
- Overflow parking from Clubhouse must park on the Clubhouse side of Streamwood Drive, not in any of the surrounding courts.
- If handicap access is needed to enter the Clubhouse, you may use White Birch Court next to the Clubhouse and use the sidewalk to enter the Clubhouse lower level. No parking is permitted on White Birch Court or behind the Clubhouse during your function.
- Alcohol is permitted but must be supplied by the Co-Owner. No alcohol is allowed outside the space being rented. No alcohol is permitted in the pool area, tennis/basketball court area or in the parking lot at any time. Use of alcohol by minors is strictly forbidden. Streamwood Homeowners Association has the right to prosecute any person who violates this provision. Co-Owner agrees to hold Streamwood Estates Association harmless and Co-Owner will be held liable for any costs incurred by the Association. Related agreement to sign is attached.

Streamwood Estates Association

Private Residential Clubhouse

Information, Rules and Reservation Form

3. General Rules:

- No smoking allowed in Clubhouse. Smoking stations are outside.
- No animals permitted.
- No use of pool during Clubhouse event by attendees.
- No swimming attire in Clubhouse.
- No burning of any candles, except birthday cake candles. Please be careful; extinguish and dispose of properly.
- No loud music or noise (no amplifiers, disc jockeys or live bands).
- Do not move the loveseat or couch.
- No confetti allowed !**

4. Reservations:

- Reservation forms must be filled out by Co-Owner. Any occupation of the building before or after your requested date requires previous approval.
- Check must be from Co-Owner. Co-Owner will call the Clubhouse Manager, a volunteer position (248-895-5934), as early as one week before rental date to arrange for building review and procurement of key. **Do not wait until the last minute to make these arrangements. The Clubhouse manager may not be available to accommodate you.** Children are excluded from making reservations, signing form and/or issuing checks.

5. Co-Owner Responsibilities:

YOU MUST REMOVE EVERYTHING THAT YOU BRING INTO BUILDING.

- If any spills occur in the Clubhouse on the carpeted area, the Co-Owner should not attempt to clean the carpet. A professional cleaning company will be brought in to spot clean and the Co-Owner will be responsible for the cost. An attempt to clean the spot by anyone other than a professional can cause more damage to the carpet.
- Co-owner accepts full responsibility for all guests, any damages and must be present at all times during event.
- Children must be supervised.
- Guests must remain in Clubhouse during party, except for smoking areas.
- In winter, snow crew will clean Clubhouse area but Co-owners should keep

Streamwood Estates Association

Private Residential Clubhouse

Information, Rules and Reservation Form

sidewalk and entrance clear to best of ability during event, using Ice Melter provided in jug.

- If you use gas fireplace, be sure to open and close chimney flue/vent.

6. Checklist of items to be performed at the end of the event:

Any items that must be addressed by the Clubhouse Manager time will be billed to your account. **Take this list with you to check off before you lock up!!!!!!!!!!!!!!**

EVERYONE'S DEFINITION OF CLEAN IS DIFFERENT.

Please do your VERY BEST !!!!

- Carpets vacuumed (vacuum provided).
- Floors swept and wet Swiffered (supplies provided).
- Kitchen appliances wiped clean.
- Refrigerator cleaned and emptied.
- Kitchen and bathrooms cleaned, including counter tops and sinks.

FLUSH ALL TOILETS BEFORE LEAVING THE BUILDING.

- Tables and chairs wiped, cleaned and stored in proper location.
- All food removed.
- All trash emptied and removed to Co-Owner residence (trash bags provided in kitchen cabinet or bottom of each trash container).
- All lights turned off.
- Please reset the thermostats when you are leaving the building.
- All windows and doors locked; pull bathroom doors shut tight and re-lock with key.
- Please be sure to re-lock the front door from the outside with the key. It must be re-locked before you leave.

7. Equipment:

- 8 foot banquet tables (2)
- 60 inch round tables (3)
- 4-place card tables (6)
- Folding chairs (36)

Streamwood Estates Association

Private Residential Clubhouse

Information, Rules and Reservation Form

- 30 cup coffee pots (2)
- Refrigerator/Freezer, stove/oven, microwave oven and dishwasher.

8. Notes:

- Any damage should be reported to the Clubhouse Manager. Damages are the full responsibility of the Co-Owner, renter or lessee.
- The Clubhouse is inspected before and after each use.
- The term Co-Owner includes those who are approved renters or lessees.

9. Agreement to Indemnify and Hold Harmless:

The undersigned Co-owner hereby agrees to indemnify against liability and hold harmless Streamwood Estates Association, a Michigan non-profit corporation (hereinafter "Association"), its members, owners, officers, directors, employees and agents (including The Highlander Group, Inc., which manages the Association and its owners, officers, directors, agents and employees) and their successors and heirs, from any and all claims for property damage, personal injury or death, arising out of or resulting from, the use of the clubhouse by the undersigned and his/her family, friends, guests and invitees, including the service and use of alcohol, if any.

10. Important contact information

- Clubhouse Manager – Volunteer Ruth Ann Frantz 248-895-5934.**
- Property Management – The Highlander Group (248) 681-7883.
- Emergency Services during non-business hours (248) 225-7191.
- Clubhouse address: 1900 Streamwood Drive, Rochester Hills, 48309.

We are pleased that you are able to use the Streamwood Clubhouse and hope that you and your guests enjoy the amenities provided.

Please treat it with respect and leave it as clean and neat as you found it as a courtesy to the next Co-owner and to keep from incurring additional cost.

Streamwood Estates Association

Private Residential Clubhouse

Information, Rules and Reservation Form

Please complete information below, sign, and deliver all 3 forms with check MADE OUT TO STREAMWOOD ESTATES and delivered to 1844 Streamedge Ct. There is an envelope taped to the door to deposit your paperwork at 1844 Streamedge Ct.

ALCOHOL AT THE CLUBHOUSE

- Alcohol is permitted but must be supplied by the co-owner.
- The sale of alcohol at the clubhouse is strictly prohibited.
- No alcohol is allowed outside of the clubhouse. No alcohol is permitted in the pool area, tennis/basketball court area or parking lot at any time.
- Consumption of alcohol by any person less than twenty one (21) years of age is strictly prohibited.
- Co-owner is responsible for monitoring the consumption of alcohol and prohibiting over-consumption.

Streamwood Homeowners Association retains the right to remove violators of this provision from the clubhouse. Streamwood Homeowners Association retains the right to prosecute any person who violates this provision. Co-owner, by signing below, agrees to indemnify and hold harmless the Association and its directors, agents, and employees against any losses, claims, damages, or liabilities, including attorney fees, arising from the consumption of alcohol at the clubhouse.

I RECEIVED AND UNDERSTAND THE ABOVE INSTRUCTIONS

CO-OWNER SIGNATURE

DATE

Please return 3 forms to 1844 Streamedge Ct.

Streamwood Estates Association

Private Residential Clubhouse

Information, Rules and Reservation Form

GENERAL RULES

- No smoking allowed in Clubhouse. Smoking stations are outside.
- No animals permitted.
- No use of pool during Clubhouse event by attendees. No swimming attire in Clubhouse.
- No burning of any candles, except birthday cake candles.
- No loud music or noise. No amplifiers, disc jockeys or live bands.
- Do not move the love seat or couch.

No confetti allowed !

LOCATION OF EQUIPMENT: Exits, fire extinguishers, cleaning supplies, chairs & tables.

USE OF FIREPLACE: As directed by the manager.

CO-OWNER RESPONSIBILITIES WITH EVERY USE

- Carpets vacuumed (vacuum provided).
- Floors swept and wet Swiffered (supplies provided).
- Kitchen appliances wiped clean.
- Refrigerator cleaned and emptied, except for unopened bags of ice.
- Kitchen and bathrooms cleaned, including counter tops and sinks.
- **FLUSH EVERY TOILET BEFORE LEAVING THE BUILDING.**
- Tables and chairs wiped, cleaned and stored in proper location.
- All food removed.
- All trash emptied and removed to Co-Owner residence (trash bags provided in kitchen cabinet or bottom of each trash container).
- All lights turned off.
- Temperature controls reset automatically at midnight.
- All windows and doors locked; pull bathroom doors shut tight and re-lock with key.
- Please be sure to re-lock the front door from the outside with the key. It needs to be locked when you leave.

Streamwood Estates Association

Private Residential Clubhouse

Information, Rules and Reservation Form

If any spills occur in the Clubhouse on the carpeted area, the co-owner should not attempt to clean the carpet. A professional cleaning company will be brought in to spot clean and the co-owner will be responsible for the cost. An attempt to clean the spot by anyone other than a professional can cause more damage to the carpet.

It is the expectation that the co-owner will leave the building in the same condition in which he found it. The purposes for the pre and post event tours are to protect the interests of both the community and the individual co-owner. Any variations to the condition of the clubhouse will be the financial responsibility of the co-owner.

I RECEIVED AND UNDERSTAND THE ABOVE INSTRUCTIONS.

CO-OWNER SIGNATURE

DATE

Please return 3 forms to 1844 Streamedge Ct.

Streamwood Estates Association

Private Residential Clubhouse

Information, Rules and Reservation Form

Day/Date of event: _____

Hours of event: _____ a.m. / p.m. to _____ a.m. / p.m.

Co-owner Name: _____

Street Address: _____

Phone: _____

Email: _____

Type of event: _____

Approx. no. guests: _____

I have read and agree to the above information, rules and restrictions and expressly agree to be bound by the indemnification provision of Paragraph 9 above:

Signature of Co-owner _____

Date: _____

Return 3 forms to 1844 Streamedge Ct. Thank You.