

**Streamwood Estates Condominium Association
Clubhouse Rental Information
1900 Streamwood Drive, Rochester Hills, 48309.**

1. General Information:

- **Rental Charge: \$100. •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.**
- **The Clubhouse Main Meeting Room is accessible for a wheelchair, scooter or 4-point walker user. Ground floor access is available through the rear Clubhouse entrance. Contact the Clubhouse Director for details.**

2. Restrictions:

- Maximum 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.
- 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.

3. General Rules:

- No smoking allowed in Clubhouse. Smoking stations are outside.
- No animals are permitted.
- No confetti is allowed.
- No use of pool by attendees during Clubhouse event.
- No swimming attire in Clubhouse.
- No burning of any candles, except 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 complete meals may be prepared using the range; for warming ONLY.

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4. Important Contact Information

- ❖ **Clubhouse Manager –Sharon Joseph** streamwoodclubhouse@gmail.com
- ❖ Property Management – The Highlander Group (248) 681-7883.
- ❖ Emergency Services during non-business hours (248) 225-7191.
- ❖ **Direct Dial Medical Emergency Phone to RH Fire is located under the stairway.**

5. Reservations:

- Reservation forms must be signed 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, as early as one week before rental date to arrange for building review and procurement of key.

6. Co-Owner Responsibilities:

- **YOU MUST REMOVE EVERYTHING THAT YOU BRING INTO BUILDING.**
- 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 sidewalk and entrance clear to best of ability during event, using Ice Melt provided in jug.
- If you use gas fireplace, be sure to open and close chimney flue/vent.
- 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; 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.

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

- Wipe all knobs, handles, switches using the provided Clorox/Lysol wipes.
- Vacuum Carpets (vacuum provided).
- Sweep Floors and use the wet Swiffer on (supplies provided).
- Wipe Kitchen appliances.
- Empty and clean refrigerator.
- Clean kitchen and bathrooms, including counter tops and sinks.
- **FLUSH ALL TOILETS BEFORE LEAVING THE BUILDING.**
- Wipe tables and chairs, and stored in proper location.
- Remove all food.
- Empty all trash and remove to Co-Owner residence (trash bags provided in kitchen cabinet or bottom of each trash container).
- Turn off all lights.
- Reset the thermostats when you are leaving the building.
- Lock all windows and doors locked; pull bathroom doors, re-lock with key.
- Re-lock the front door from the outside with the key. Check that it is relocked.

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8. Equipment:

- 6 foot banquet tables (2)
- 60 inch round tables (3)
- 4-place card tables (6)
- Folding chairs (36)
- 30 cup coffee pots (2)
- Refrigerator/Freezer, stove/oven, microwave oven and dishwasher.
- Locations of these and other equipment (exits, fire extinguishers, cleaning supplies, chairs & tables) will be identified during the walk-through.
- Use of Fireplace: Will be covered during the walk-through.

9. Notes:

- The term Co-Owner includes those who are approved renters or lessees.
- 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.

10. 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 allowed 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!

Please read and complete these Forms on the next 3 pages:

FORM A. Agreements Requiring Signature:

- **Agreement to Indemnify and Hold Harmless**
- **Alcohol At The Clubhouse**
- **Removal and Prosecution**

FORM B: Co-Owner Responsibilities with Every Use

FORM C: Event Details

The Clubhouse Manager will arrange for a walk thru orientation before the event. At that time please bring the signed 3 forms with a check for \$100 made out to 'STREAMWOOD ESTATES.

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Form A. Agreements

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.

Alcohol at the Clubhouse

- Alcohol is permitted but must be supplied and removed 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/pickleball 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.

Removal and Prosecution

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 have read and agree to the above information, rules and restrictions and expressly agree to be bound by the indemnification provision of the Form A – Agreements:

I HAVE RECEIVED AND UNDERSTAND THE ABOVE INSTRUCTIONS:

Co-Owner Signature

Date

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Form B CO-OWNER RESPONSIBILITIES WITH EVERY USE

I will use this as a check list when closing the building.

- ✓ Vacuum Carpets (vacuum provided).
- ✓ Sweep Floors and use the wet Swiffer on (supplies provided).
- ✓ Wipe and clean kitchen appliances.
- ✓ Empty and clean refrigerator.
- ✓ Clean kitchen and bathrooms, including counter tops and sinks.
- ✓ **FLUSH ALL TOILETS BEFORE LEAVING THE BUILDING.**
- ✓ Wipe tables and chairs, and stored in proper location.
- ✓ Remove all food.
- ✓ Empty all trash and remove to Co-Owner residence (trash bags provided in kitchen cabinet or bottom of each trash container).
- ✓ Turn off all lights.
- ✓ Reset the thermostats (56' in winter or 80' in summer) when you are leaving the building.
- ✓ Lock all windows and doors locked; pull bathroom doors, re-lock with key.
- ✓ Re-lock the front door from the outside with the key. Check that it is relocked.

Carpet Spills

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.

Pre and Post Tours and Responsibility

It is the expectation that the co-owner will leave the building in the same condition in which it was found. 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.

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.

I HAVE RECEIVED AND UNDERSTAND THE ABOVE INSTRUCTIONS:

Co-Owner Signature

Date

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Form C: Event Details

Type of Event: _____

Approx. No. of Guests: _____

Day/Date of Event: _____

Hours of Event: **FROM:** _____ am/pm. **TO:** _____ am/pm

Co-Owner's Name: _____

Street Address: _____

Phone(s): _____ _____

Email(s): _____ _____

THESE ARE THE DETAILS OF THIS CLUBHOUSE RENTAL AGREEMENT

Co-Owner Signature

Date