WESGLEN COUNTRY CLUB
CLUBHOUSE RESERVATON APPLICATON

815/372-2830

RESIDENT NAME: _____

ADDRESS: _____

DAY TIME PHONE: _____

DATE REQUESTED: _____

TIME REQUESTED: _____

SET UP TIME: 30 Minutes prior to starting time indicated on this contract.

INITIAL_____

NATURE OF EVENT: _____

ESTIMATED NUMBER OF PEOPLE: _____ (75 People Maximum)

WILL ALCOHOLIC BEVERAGES BE SERVED? _____

(If alcohol is to be served, the homeowner must provide a copy of the first page (showing the dates that it is in effect) of the current homeowner's insurance policy with this application.)

RENTAL FEES - MONEY ORDER OR CASHIERS CHECK FOR COST OF ROOM.

☐ Sunday through Saturday – **all day**	**11:00 to 10:00 pm**	**$350.00**
☐ Friday or Saturday – **all day**	**11:00 – Midnight**	**$450.00**

PLEASE NOTE – THIS CONTRACT CAN BE CANCELLED AT ANY TIME DUE TO CIRCUMSTANCES BEYOND OUR CONTROL AS DEEM FIT PER THE WESGLEN BOARD.

ATTENTION - PLEASE READ THESE RULES COMPLETELY BEFORE SIGNING THIS AGREEMENT!

WE NOW OFFER CLEANING SERVICE FOR PARTIES. IF YOU ARE INTERESTED, PLEASE INITIAL BELOW AND THE ATTENDANT ON DUTY THAT DAY WILL SPEAK TO YOU REGARDING CLEANING. If WE ARE CLEANING FOR YOU, THE HOMEOWNER IS RESPONSIBLE FOR PUTTING THE TABLES AND CHAIRS AWAY AND TAKING THE TRASH TO THE DUMPSTER. THE COST FOR CLEANING IS A SET FEE OF $100.00 (NON-NEGOTIABLE, CASH ONLY.)

_____
HOMEOWNERS INITIAL

I AM NOT INTERESTED IN HAVING THE CLUBHOUSE STAFF CLEAN AFTER OUR PARTY. _____
HOMEOWNERS INITIAL

Staff Initial _____

PLEASE NOTE – THAT IF THE CLUBHOUSE IS NOT CLEANED TO THE WAY IT WAS WHEN YOU SIGNED IN, A FEE OF $100.00 WILL BE TAKEN FROM YOUR SECURITY DEPOSIT. 2025

RENTAL –
HOMEOWNER MUST COME IN TO RENT AND SHOW ID (DRIVERS LICENSE OR STATE ID) AT THE TIME OF MAKING THE RESERVATION.

SECURITY DEPOSIT

A security deposit of $250.00 is required from the homeowner that is renting out the facilities before a reservation will be accepted. Confirmation of the reservation is provided only when the clubhouse reservation application form is completed and a security deposit of $250.00 as well as a money order/bank check for rental fee.

One check should be issued for the security deposit in the amount of $250.00 and a money order/bank check for the amount of the rental fee. Both checks must be in the homeowner's name and made payable to: Wesglen Country Club Association.

The security deposit check will be returned within 14 business days following the date of your event. A cleaning charge will be implemented if you fail to leave the area in the same condition as when you arrived. A damage charge will be assessed if any damage caused to any item or portion of Association property.

CANCELLATION CLAUSE

IF YOU CANCEL YOUR EVENT: The prepaid rental fee will be returned upon cancellation notice no less than 30 days before the day of your event. If you want to reschedule your event it has to be 30 days prior to the event you have scheduled. Failure to cancel your event within the time period will result in a forfeiture of the rental fee. Forfeiture of rental fees does not include forfeiture of the security deposit.

IF WESGLEN CANCELS YOUR EVENT:
You agree by scheduling your event for the Wesglen Country Club clubhouse, that if Wesglen cancels your event, the only recourse that you will have against Wesglen Country Club Homeowner's Association, the Board of Directors, or Associa Management, Inc. are not responsible for any consequential damages as a result of said cancellation, including but not limited to catering costs, entertainment costs, printing costs, or any other costs stemming from or related to said cancellation.

CURRENT ASSESSMENTS

In order to reserve a room for an event at the clubhouse, the homeowner making the reservation must be current on all monthly assessment due the Association.

PENALTY FOR LATE HOURS

All events must end prior to contract time. All guests must depart with the premises cleaned to pre-event condition at the time stated on the contract. Failure to comply with this provision will result in an automatic late departure penalty of $150.00 and forfeiture of the security deposit.

DAMAGES

User agrees to pay the full costs of any repair to or replacement of property and/or furniture or other possessions of the Association that occur during their rental period. The security deposit may be retained in whole or in part to compensate the Association for damages, cleaning or theft. In the event that the cost of damages, cleaning or theft exceeds the amount of the security deposit, the homeowner responsible for renting the space will be responsible for all additional amounts and agrees, as evidence by signature below to pay said damages within five days upon receipt of an itemized bill. Failure to pay damages may result in revocation of Association privileges, including use of all recreational facilities and possible legal action. The homeowner responsible for renting the space also agrees that failure to pay such damages shall cause said costs to be assessed against his unit, including all legal costs incurred to obtain recovery of said damages.

CANDLES – NO BURNING OF CANDLES ARE ALLOWED DURING ANY RENTAL TIMES!

I HAVE READ, REVIEWED, UNDERSTAND AND AGREE TO ALL PROVISIONS OF THIS DOCUMENT AS WELL AS THE RESERVATION AGREEMENT AND GUIDELINES THAT ARE MADE A PART HEREOF.

_____ _____

Homeowner's Signature **Date**

WESGLEN COUNTRY CLUB
PARTY RESERVATION AGREEMENT & GUIDELINES

This agreement is a non-divisible part of the Clubhouse Reservation Application and all conditions herein are applicable to the reservation of any space at the Wesglen Country Club Association Clubhouse.

THE HOMEOWNER MUST BE PRESENT THROUGH THE ENTIRE TIME OF THE PARTY RENTAL. IF THE HOMEOWNER LEAVES AND CANNOT BE REACHED, THEY WILL LOSE THEIR $250.00 DEPOSIT AND THE PARTY WILL HAVE TO LEAVE. INITIAL_____

1. The space rented is to be left in the same condition as it was at the beginning of the reservation time period. Replacing the space to the same condition includes, vacuuming, mopping the kitchen and washroom floors, cleaning tables and replacing them to their storage areas, emptying all garbage and returning furniture back to its original positions. In the bathrooms, the toilets must be cleaned, bathroom vanity cleaned and mirrors cleaned. The clubhouse will provide a vacuum cleaner, four trash bags, mop/soapy water and brooms with dustpans. Homeowners are required to linens, ice and any other party supplies. Homeowners are required to take out all garbage to the dumpster located in the parking lot and not to the garbage can located in front of the clubhouse. Failure to comply with the above cleaning specifications will result in forfeiture of pay or all of the security deposit. The amount to be withheld will be determined by the Clubhouse Manager. **Everyone must be off the floor during and after mopping.**

2. The time allocated for cleaning the premises and returning them to the same condition as they were when you arrived is included in your rental time period. If your rental time is to end at 10:00 p.m. that means all clean-up is to be concluded by 10:00 p.m. Set-up and clean-up is allocated during the time your contract states. If you clean up or your event runs past the contract time, you will be assessed $150.00 and forfeit the $250.00 security deposit. The staff does not have the authority to extend the hours past the contract time under any circumstances. Refusal to leave at the designated time will prompt a call to the Romeoville Police Department to enforce departure. **INITIAL_____**

3. Alcohol is permitted only upon prior reservation and with a copy of the current Homeowners insurance policy on file with the Association. The insurance policy must be received three (3) days prior to the event.

4. No alcohol is allowed outside of the space being rented. No alcohol permitted in pool area, tennis/basketball court area or parking lot at any time. Use of alcohol by minors is strictly forbidden. Wesglen Homeowners Association has the right to prosecute any person who violates this provision.

5. Smoking is not allowed in any area of the clubhouse. Smoking must be 15 feet from the building. No marijuana/cannabis smoking is allowed anywhere on the property. NO VAPING IS ALLOWED INSIDE OF THE BUILDING AND MUST BE 15 FEET FROM THE BUILDING. **INITIAL_____**

6. Neither guest, nor homeowners are allowed in any part of the building other than the room space specifically reserved for the event, other than the restroom facilities.

7. Use of the pool and exercise room equipment is strictly prohibited.

8. Children under 18 must be supervised by an adult at all times during the event and must be kept in the room being rented.

9. Decorations are permitted. If balloons are used, they must be secured so as not to interfere with the ceiling fans in the Great Room. If any balloons that must be retrieved by Wesglen a fine will be deducted from your security deposit. NO TAPE OR TACKS ARE ALLOWED ON THE WALLS ONLY WITH THE EXCEPTION OF REMOVABLE TAPE. IF TAPE IS USED ON THE WINDOWS, IT MUST BE REMOVED BEFORE LEAVING. Failure to do so will result in a cleanup penalty.

10. **NO GLITTER DECORATONS OR ANY TYPE OF CONFETTI IS ALLOWED IN THE CLUBHOUSE. NO FILLED BALLOONS WITH GLITTER OR CONFETTI ARE ALLOWED AT ANY TIME. NO PLAY-DOH OR SLIME IS ALLOWED! YOU COULD LOSE YOUR SECURITY DEPOSIT IF ANY OF THIS IS BROUGHT INTO THE CLUBHOUSE. NO THROWING OF RICE IN OR OUTSIDE OF THE CLUBHOUSE IS PERMITTED. INITIAL_____**

11. NO BARBEQUE GRILLS, PROPANE TANKS OR ANY OTHER TYPE OF COOKING EQUIPMENT OTHER THAN WHAT IS AVAILABLE AT THE CLUBHOUSE IS ALLOWED ON THE WESGLEN PROPERTY, THAT INCLUDES THE PARKING LOT. **INITIAL_____**

12. Moonwalks, jumpies, live animals or any other type of recreational equipment is not permitted on or in the clubhouse property.

13. Music is permitted as long as the volume is not excessive. Volume will be deemed excessive if the Wesglen staff on duty is unable to perform their tasks. Live bands and DJ's are permitted. **The DJ or live bands must stop 1 hour (3:00 p.m., 9:00 p.m. or 11:00 P.M.) before your rental time has ended. Music with inappropriate language or slurs are prohibited while in the clubhouse. You will be asked to change the song if this occurs as other Wesglen residents have access to the clubhouse during your party time. INITIAL _____**

14. Foul or inappropriate language or behavior is strictly prohibited. This includes excessive and inappropriate language directed at any staff members.

15. No cover charges, admission fees or contributions for public, private or non-for-profit organizations may be collected for events held by Homeowners within the clubhouse.

16. The clubhouse will be inspected prior to and at the conclusion of the function by a Wesglen staff member and the homeowner whose signature appears on the contract, for damages and cleanliness. The homeowners will be notified of any item not in compliance with the terms and conditions of this agreement. The clubhouse attendant is required to be in the building during the entire event and shall from time to time; enter into the space being rented by the homeowner.

17. Wesglen staff personnel are not permitted to alter the terms of this Rental Agreement without written consent of the Board of Directors, or the Clubhouse Manager.

18. Wesglen Homeowner's Association, the Board of Directors, and Associa Management, Inc. are not responsible for lost or stolen personal property.

19. The homeowner is responsible for setting up all tables and chairs at the start of rental time period. No one will be allowed into the room prior to start time in order to set up for the party. **INITIAL_____**

20. No fog machines are allowed in any area of the clubhouse.

21. Any disturbances that are not immediately resolved or any harassment of any nature, to the staff, will prompt the summoning of the **Romeoville Police Department.**

22. If an administrator or other staff member has to be called in there will be a minimum fee of $75.00 dollars.

23. During your scheduled party time there is to be no partying or tailgating in the parking lot or around the building. **INITIAL_____**

24. The decision to summon Police or request to end the function will rely on the discretion of the staff on duty alone, and is not to be disputed. Failure to comply will result in the undersigned Homeowner, and the immediate family residing at the Homeowner's address, relinquishing all privileges and access to the clubhouse and all the associated facilities for a period of one (1) year.

ARE YOU ARE YOU GOING TO HAVE PRIVATE SECURITY FOR YOUR PARTY? YES _____ NO _____
IF SO WE WILL NEED THE NAME OF THE SECURITY COMPANY _____
CONTACT PHONE NUMBER _____
NAME OF SECURITY PERSON WHO WILL BE HERE _____
INITIAL _____

By my affixed signature below, I agree that I have read, understand and agree with each and every provision contained herein, and to be bound by it.

_____ _____

Homeowner's Signature Date REVISED-2023

HOMEOWNER INITIALS		EMPLOYEE INITIALS
	PARKING UP-FRONT ONLY 1 CAR AT A TIME. ON ONE SIDE ONLY, UNLOAD YOUR CAR AND MOVE TO PARKING LOT	
	GARBAGE CANS MUST BE TAKEN OUT THE SIDE DOOR, NOT OUT THE FRONT DOORS. NO DRAGGING THE BAGS, MUST CARRY OUT TO THE DUMPSTER.	
	PICTURES ARE NOT TO BE REMOVE FROM THE WALLS OR THE MIRRORS. TAKING DOWN THE CLOCK AND LAMPS ON THE END TABLES IS ALLOWED.	
	NO INSIDE FURNITURE ALLOWED OUTSIDE AND NO OUTSIDE FURNITURE IS ALLOWED INSIDE.	
	IF HOMEOWNER DECIDES TO CLEAN THEMSELVES, IT MUST BE BACK TO THE WAY IT WAS WHEN THEY CAME IN OR WE WILL KEEP $100.00 OF THE SECURITY DEPOSIT FOR CLEANING FEE.	
	REMINDER NO GLITTER, CONFETTI, CANDELS, BOUNCY HOUSES, SLIME, PLAY DOUGH AND FOOD TRUCKS OF ANY KIND ARE ALLOWED ON THE PROPERTY PER THE BOARD OF DIRECTORS.	
	NO THROWING OF RICE WHILE IN OUR OUTSIDE OF THE CLUBHOUSE.	