

# HOSTED RENTAL REQUEST

MEMBERS NAME \_\_\_\_\_ PHONE \_\_\_\_\_

ADDRESS \_\_\_\_\_ UNIT # \_\_\_\_\_ DATE OF RENTAL \_\_\_\_\_

HOURS OF USE: From \_\_\_\_\_ To \_\_\_\_\_ (Maximum 6 Hours including decoration and cleanup)

REASON FOR RENTAL \_\_\_\_\_

APPLICATION: Only the Member whose name appears on the Occupancy Agreement may rent the Clubhouse. The application and deposit will only be accepted from this person. Refunds will be made payable as it appears on this application. The Holliday Park business office will hold the above noted rental date on the calendar only for a defined period of time. In order to guarantee the requested rental date, this form along with full payment must be received in the business office no later than the close of business on \_\_\_\_\_.

FEES & DEPOSIT: A SECURITY DEPOSIT of \$150 must be paid with this application. This deposit, less any additional charges will be refunded to the Member. A RENTAL FEE of \$ \_\_\_\_\_ must be paid upon application. The renter will forfeit the Security Deposit if the rental period extends longer than the approved hours or beyond the posted closing time including time needed for clean-up. Cleaning is charged at the rate of \$75.00 per hour if not completed by the Member to the satisfaction of management. A \$50 FEE WILL BE DEDUCTED IF RENTAL IS CANCELLED LESS THAN 30 DAYS FROM THE RENTAL DATE.

RENTAL AREA: The rental area consists of the Main Lounge, Kitchen, Foyer, Coat Room and Restrooms. All areas are non-smoking.

MEMBER'S RESPONSIBILITY: THE MEMBER MUST BE PRESENT AT ALL TIMES DURING THE RENTAL PERIOD. IF HE/SHE IS NOT PRESENT AT ALL TIMES, IT IS UNDERSTOOD THAT THEIR SECURITY DEPOSIT WILL AUTOMATICALLY BE FORFEITED AND THEY WILL BE BILLED SEPARATELY FOR ANY CLEANING, DAMAGES AND/OR OVERTIME.

The Member will be responsible for and replace any item of furniture or Clubhouse properties broken, damaged, soiled or stolen during his/her rental. The Member is entirely responsible for the party and the behavior of their guests at the party. When Decorating, only table and free standing decorations will be allowed. No decorations may be attached to the walls, light/fan fixtures, fireplace, hallway mirror or table. All decorations must be removed following the rental. Special Arrangements of the furniture will be the responsibility of the Member as well as restoring it to the original arrangement following the rental. Clean-up will be the responsibility of the Member. The Member is advised to allow sufficient time for clean-up before the scheduled closing time. The Member shall not serve alcoholic beverages to anyone who is a minor or visibly intoxicated.

HOLLIDAY PARK'S RESPONSIBILITY: The Member will select a Host Manager, approved by Holliday Park, to open and close the Clubhouse facilities and supervise the provisions of this agreement. Holliday Park will provide garbage receptacles and liners. Holliday Park accepts no responsibility for lost or stolen articles. Holliday Park accepts no responsibility for damages or loss if the rental area becomes unavailable for reasons beyond its control.

**I HAVE READ AND UNDERSTAND THE ABOVE CONDITIONS AND AGREE TO THEM AS STATED.**

MEMBER'S SIGNATURE \_\_\_\_\_ Date \_\_\_\_\_

EVENT HOSTED AND APPROVED BY: \_\_\_\_\_ Date \_\_\_\_\_

COMMITTEE CHAIRPERSON SIGNATURE \_\_\_\_\_ Date \_\_\_\_\_

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MANAGEMENT USE ONLY:

Posted on calendar: \_\_\_\_\_ Approved and received: \_\_\_\_\_

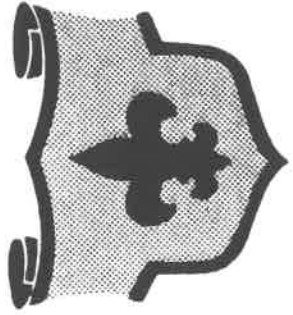
Security Deposit Received: \$ \_\_\_\_\_ Date \_\_\_\_\_ Ck# \_\_\_\_\_

Rental Fee Received: \$ \_\_\_\_\_ Date \_\_\_\_\_ Ck# \_\_\_\_\_

COMPUTATION OF ADDITIONAL CHARGES:

Security Deposit \$ 150.00  
Cleaning ( )  
Other Damages ( )

Amount Refunded \$ \_\_\_\_\_ Date: \_\_\_\_\_ Check # \_\_\_\_\_



# Holiday Park Towne Houses

COOPERATIVE

34850 FOUNTAIN BOULEVARD • WESTLAND, MICHIGAN 48185

(734) 425-3090 • FAX (734) 425-5787

[www.HolidayPark.com](http://www.HolidayPark.com)

## HOST MANAGERS

KELLY CHYTRY (call after 4pm)	34103 Fountain Blvd.	218-G	734-837-4826
MARILYN LAIDLAW	33949 Fountain Blvd.	256-D	734-261-5706
JUANITA SUCHY	34560 Spring Valley	557-E	734-421-6697
ROSEMARIE WILSON	34534 Spring Valley	544-B	734-266-0289
LINDA KUBERA	34469 Spring Valley	518-D	734-658-9440
JENNIFER WHITWORTH	34738 Fountain Blvd	190-C	734-846-9001
MARY JANE WOZNIK	34729 Spring Valley	637-C	313-300-2264

Revised 2/13/2023

## CLUBHOUSE RENTAL PRICES

SATURDAY/SUNDAY RENTAL - Committee Member/Volunteer	\$150.00
SATURDAY/SUNDAY RENTAL - Non Committee member/Non-Volunteer	\$275.00
REFUNDABLE SECURITY DEPOSIT	\$150.00

FULL PAYMENT OF RENTAL & DEPOSIT IS DUE WHEN PAPERWORK IS TURNED IN

## RENTAL OF CLUBHOUSE

### ITEMS TO BRING TO THE PARTY, IF APPLICABLE:

- 1) Coffee, creamer, sugar (HP has lg. coffee pots)
- 2) Large serving spoons/ Large cutting knives
- 3) Towels & dishrags
- 4) Hot pads/ Oven gloves
- 5) Tablecloths/ Decorations
- 6) Scissors/ Tape for decorations
- 7) Containers/ Bags for left-over food
- 8) Ice (HP may have some in ice-maker)
- 9) Roll of Paper towels

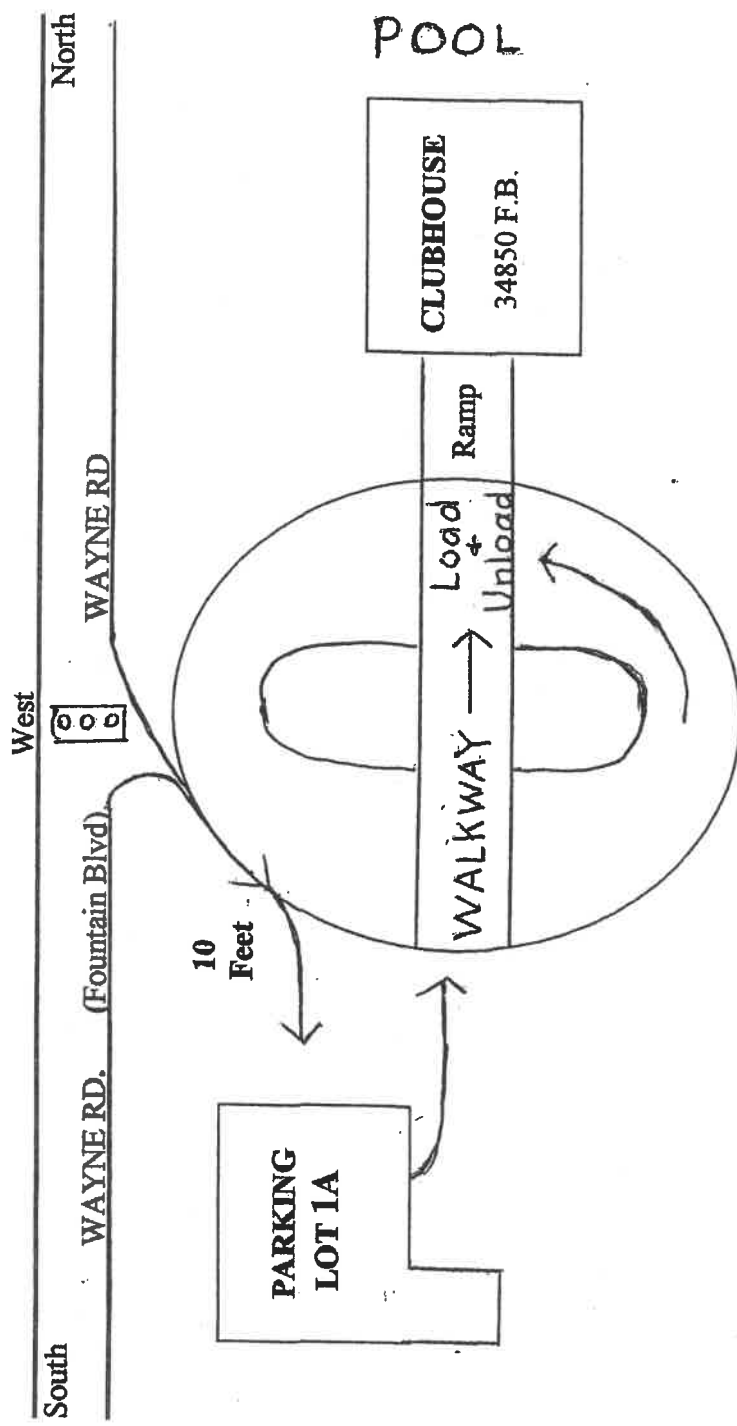
### ELECTRICAL PLUGS:

- 1) Please do NOT unplug the coffee maker in the kitchen, & do NOT use the plug behind the coffee maker.
- 2) Please do NOT double plug in any electric receptacle.

### TABLES AVAILABLE FOR YOUR USE:

- 1) 18 square tables – 36” square ... or with leaves to be round - 52” round.
- 2) 100 chairs
- 3) 3 rectangle tables – 8’ long
- 4) 2 rectangle tables – 6’ long
- 5) 1 built-in counter top – 9’ long

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\* MAP FOR PARKING: Holiday Park Townhouses .... 34580 Fountain Blvd.



\* If Lot 1A is filled, park behind the Pool, or in another Lot, or on the street where parking is permitted.  
Please do not park in carports or in the "Board of Directors" driveway.



## Clubhouse Rental Policy

### C. Rental Fee

1. See office for the schedule of current fees.
2. The rental fee and the security deposit must be paid in total when the completed Hosted Rental Request form is returned to the office.
3. There is a fee for cancellations less than 30 days from the date of the rental.

### D. Preparation of the Main Lounge

1. The Main Lounge is permanently set up with tables and chairs for 72 guests. There are additional chairs in storage to increase the seating for guests to the maximum amount of 100. The permanent tables will fold up to accommodate the additional seating.
2. The member is allowed to rearrange the furniture in any manner to suit the needs. However, the furniture must remain in the Main Lounge at all times.
3. The member will be responsible to rearrange the furniture if required to return it to the condition prior to the rental.
4. Tablecloths and accessories are the responsibility of the member.
5. When Decorating, only table and free standing decorations, will be allowed. No decorations may be attached to the walls, light/fan fixtures, fireplace, hallway mirror or table. All decorations must be removed following the rental.
6. All areas are non-smoking.

### E. Use of Kitchen

1. The member and guests may use the following, if available:
  - a) Two stoves and microwave
  - b) Refrigerator
  - c) Dishwasher
2. The member must bring all other items.

## Clubhouse Rental Policy

### F. Responsibility of the Member

1. Only the member whose name appears on the Occupancy Agreement may rent the clubhouse.
2. The member is responsible for making all of the arrangements with the office and with the Host. The member pays the rental fee and security deposit in accordance with the Hosted Rental Request form.
3. The member must be present at all times during the rental period, otherwise, their security deposit will automatically be forfeited and they will be billed separately for any cleaning and damages.
4. The member is responsible for replacing any furniture or clubhouse properties broken, damaged or stolen during the rental period.
5. The member is entirely responsible for the rental and the behavior of the guests.
6. The member must sign the Hosted Rental Request form.
7. The member is responsible for all clean up.
8. Refunds due will be paid to the member.
9. The approved rental Host will complete a Clubhouse Inspection Sheet.
10. No member will be allowed to rent the clubhouse for profit and/or fundraising.

### G. Clean Up

1. Clean up is the member's responsibility. Clean up must be completed by the end of the six (6) hour rental time. A fee will be charged to the member for cleaning, if necessary. This amount will be deducted from the security deposit.
2. Clean up will include, but is not limited to, the following:
  - a) Cleaning and washing the tables and chairs
  - b) Brushing, scrubbing and/or vacuuming the floors/carpeting
  - c) Cleaning the kitchen and all appliances used
  - d) Bagging the trash and securing the bags and placing these in the garbage bin in Lot 1-A. Holliday Park supplies the trash bags.
  - e) Clean the bathrooms and fixtures
  - f) Rearrange the furniture**NOTE:** Clean up means "return to pre-rental condition"

## Clubhouse Rental Policy

### H. Rooms Available

1. Member and guests may use the following:

Main Lounge  
Kitchen  
Coat Room  
Bathrooms

2. Holliday Park members not invited to the rental may not use the Main Lounge or Kitchen during the time of the rental.

### I. Room Capacity

Room capacity for the Main Lounge in the clubhouse is 100 people.

### J. Lost Articles

Holliday Park will not be held responsible for personal possessions lost or stolen during the rental.

### K. Elections

The clubhouse will not be rented on the day before and the day of a public or Holliday Park election.

### L. Board of Directors and Committees

All members of the Board of Directors and Committees may rent the clubhouse at any time for a special rental fee. Committee members must be active members, as determined by the committee chairperson's list of active members that is submitted to the office in August of each year and active on the committee for at least one year. The rental agreement shall be signed by the respective committee chairperson and the Board of Directors designee prior to acceptance of the rental reservation.

### M. Funeral Luncheon

1. Funeral luncheon rentals are for the death of a member or registered occupant.
2. The hours available for rental are between 9:00 a.m. to 5:00 p.m. subject to the availability of an approved Host and the six (6) hour limitation is applicable.
3. The cost of the rental will be \$125 plus the regular security deposit.
4. All other rental provisions concerning the responsibility of the member, clean up, etc., will apply.

Revised: 02/13