



Dune Acres, Indiana

## **APPLICATION/AGREEMENT FOR CLUBHOUSE RENTAL**

This Agreement made between the Dune Acres Resident or Property Owner \_\_\_\_\_ hereafter (“renter(s)”) and the Town of Dune Acres, Indiana, (“the Town”) for the purpose of rental of the Dune Acres Clubhouse (“the Clubhouse”), subject to the following terms and conditions.

### **1. Security Deposit and Rental Fee.**

- a. For private, non-commercial events with more than 75 guests, the renter(s) agree to pay, at time of application, a security deposit of eight hundred dollars (\$800.00) and a rental fee of eight hundred fifty-six dollars (\$856.00), which is \$800 plus 7% tax. *Due at booking: \$1,656*
- b. For private, non-commercial events with 51-75 guests, the renter(s) agree to pay, at time of application, a security deposit of five hundred dollars (\$500.00) and a rental fee of five hundred thirty-five dollars (\$535.00), which is \$500 plus 7% tax. *Due at booking: \$1035.00*
- c. For private, non-commercial events with 26-50 guests, the renter(s) agree to pay, at time of application, a security deposit of three hundred dollars (\$300.00) and a rental fee of three hundred twenty-one dollars (\$321.00), which is \$300 plus 7% tax. *Due at booking: \$621.00*
- d. For private, non-commercial events with fewer than 25 guests, the renter(s) agree to pay, at time of application, a reservation fee of one hundred and seven dollars and (\$107.00), which is \$100.00 plus 7% tax. Reservations for Fridays and Saturdays in May and June are only accepted 30 days or less in advance, pending availability. Reservation requests should be submitted to the Clerk-Treasurer. *Due at booking: \$107.00*
- e. For private, non-commercial events for which the Resident or Property Owner is serving as ‘sponsor’ (for example a wedding for a niece or nephew, sponsoring or hosting an outside organization), the renter(s) agree to pay, at

time of application, a security deposit of twelve hundred dollars (\$1,200.00) and a rental fee of one thousand, two hundred and eighty-four dollars (\$1,284.00), which is \$1,200 plus 7% tax. *Due at booking: \$2,484*

**2. Specific Use.**

Resident or Property Owner name: \_\_\_\_\_

Dune Acres address for Resident or Property Owner: \_\_\_\_\_

Resident or Property Owners Contact Phone number: \_\_\_\_\_

Renter(s) name: \_\_\_\_\_

Renter(s) address: \_\_\_\_\_

Renter(s) Contact Phone number: \_\_\_\_\_

Date Requested for Clubhouse use: \_\_\_\_\_

Hours Requested for Clubhouse use: \_\_\_\_\_

Purpose for Clubhouse use: \_\_\_\_\_

Estimated attendance at Clubhouse on date requested: \_\_\_\_\_

(Maximum allowed accommodation is 150 people)

**3. Damages.** Renter(s) shall be responsible for all damages caused to the Clubhouse during the period of rental. The security deposit(s) shall be applied to any such damages which may occur. In the event that the damages exceed the security deposit(s), the Renter(s) hereby agree to be responsible for said damages and agree to promptly reimburse the Town for any such amount over the security deposits. **Renter(s) have had an opportunity to inspect the property and agree that things are in good working order at time of rental.**

**4. Rules and Conditions.** Renter(s) agree to comply with all conditions set forth on the attached "Dune Acres Clubhouse Instructions for Use." Renter(s) and Sponsor agree that if they do not comply with said rules and conditions, and the Town incurs a cost due to the breach of conditions, it may apply the security deposit(s) to reimbursement of said cost.

5. **Cancellation fee.** In the event that the Renter(s) cancels the rental within 30 days of the event, the renter(s) security deposit shall be forfeited as a liquidated cancellation fee.
  
6. **Refund of Security Deposits.** The Coordinator or his designee will inspect the Clubhouse after the rental period. Renter(s) shall be refunded the Security Deposit subject to costs incurred by the Town for damages or breach of the rules and conditions or cancellation. Any money due the Town will be taken out of the renter(s).
  
7. **Approval by the Town Council.** This Agreement is subject to approval by the Dune Acres Town Council, and the agreement is not binding upon the Town until such time that the Council approves the same. The Town Council reserves the right to approve or reject this Agreement.

\_\_\_\_\_  
 Clubhouse Coordinator

Date: \_\_\_\_\_

\_\_\_\_\_  
 Printed name of Sponsor

\_\_\_\_\_  
 Printed name(s) of Renter(s)

\_\_\_\_\_  
 Signature of Sponsor

\_\_\_\_\_

\_\_\_\_\_  
 Signature of Renter(s)

**Approval by Town Council**

Date: \_\_\_\_\_

\_\_\_\_\_  
 Town Council President

\_\_\_\_\_  
 Town Clerk-Treasurer