LAKE ELBO CLUB, INC.
CLUBHOUSE RENTAL AGREEMENT

The Lake Elbo Clubhouse is available for rental to all members who are in current good standing. Reservations can be made by contacting Tammy Joyce at (785)313-1110. Reservations are first come first serve basis. Clubhouse rental shall be paid in two payments, the rental fee of $130.00 per day and the cleaning deposit of $130.00. Both are due at the time this contract is signed.

Lake Elbo Club, Inc. reserves the right to cancel a reservation if the Clubhouse suffers damage or other reasons that cannot be corrected prior to the reservation date scheduled. Such a cancellation will result in a full refund of both rental fee and deposit to the renter.

Renting party agrees to:

- **Assume 100% responsibility for the conduct of all guests attending the event.**
- **Assume 100% liability for any injuries or damages that are incurred.**
- **Remain at the Clubhouse for the duration of the rental period until all guests have departed.**
- **Any events with more than 50 guests will need approval from the Board of Directors and the renter will be responsible for having an extra porta potty placed on premises.**
- **Make sure that all guests are parked so as not to encumber any other residents.**
- **Be considerate of residents at all times.**
- **All outside noise must be at a minimum after 11pm.**
- **No smoking inside the Clubhouse.**
- **No firearms are permitted on the premises.**
- **If alcohol is served, local and state laws must be followed, and Renter assumes all responsibility and liability.**
- **Cleaning of the Clubhouse must be done in order to have a deposit returned. See attached cleaning checklist.**
- **In the case of any damages, you should contact the Clubhouse Manager or member of the Board immediately.**

The Clubhouse Manager will meet with you the day before your event to ensure the Clubhouse is clean and give you the code to enter. We will also meet the day after the event to make sure it is left in the same order and that all items on the cleaning checklist have been followed in order to get your deposit back. In the event that the Clubhouse is not in use the following day, you may use that day to clean as long as the outside is trash free after the event. The Clubhouse Manager will let you know whether it is rented the following day when you meet to get the code.

DATE OF THE EVENT:_____

RENTING PARTY'S SIGNATURE:_____**DATE:**_____

CLUBHOUSE MANAGER'S SIGNATURE:_____**DATE:**_____

CLEANING CHECKLIST

BATHROOMS:

- Wipe down all surfaces
- Clean toilets
- Sweep and mop floors

KITCHEN:

- All Lake Elbo dishes washed and put away
- All appliances cleaned and wiped down
- All food brought in removed
- All soiled dish towel left in sink
- Floors swept and mopped

FRONT AREA:

- All chairs and tables put away
- Floors swept (mopped if needed)

OUTSIDE:

- All trash and debris picked up and put in dumpster
- All tables left where they were originally found

GENERAL:

- All trash receptacles emptied and carried to dumpster
- All trash bags replaced
- All doors locked and lights turned out when leaving