

Lake Como Beach Property Owners' Association  
Clubhouse Contract

P.O. Box 268  
W3730 Clubhouse Drive  
Lake Geneva, WI, 53147

262-249-1200  
clubhousemgr@wi.twcbc.com  
www.lakecomoclubhouse.com

**HALL ONLY**

Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ Date of Rental \_\_\_\_\_

City/State/Zip \_\_\_\_\_ Function \_\_\_\_\_

Email address \_\_\_\_\_

**Hall Deposit** \$ \_\_\_\_\_ Date Paid \_\_\_\_\_ Check # \_\_\_\_\_

\* is required to reserve all rentals and will be forfeited if written notice to cancel is not received 4 weeks prior to party \_\_\_\_\_ (initial)

**Hot/Cold Tables** \$ \_\_\_\_\_ \$50.00 each \_\_\_\_\_ Hot \_\_\_\_\_ Cold

**Hall Rental** \$ \_\_\_\_\_ Time in/out: \_\_\_\_\_

**Cleaning** \$ \_\_\_\_\_ No. Guests \_\_\_\_\_ (Initial)

*You will lose your deposit if there are more than (10) additional quests for which you paid.*

**Total =** \$ \_\_\_\_\_ Date Paid \_\_\_\_\_ Check # \_\_\_\_\_

**TERMS AND CONDITIONS**

- The Association will return deposit to the signer or the signer of this contract, ONLY after the premises have Been inspected for any damage, EXCESSIVE TRASH, additional necessary cleaning or missing items. \_\_\_\_\_ (initial)
- PLEASE get permission from Manager BEFORE you do any kind of decorating ----- (initial)
- Removal of curtains, pictures, and/or anything in the hall will result in loss of your deposit \_\_\_\_\_ (initials)
- YOU WILL LOSE YOUR DEPOSIT IF HELIUM BALLOONS ARE BROUGHT INTO THE CLUBHOUSE \_\_\_\_\_ (initial)
- Complete BALANCE must be PAID in full (4) weeks before rental date . \_\_\_\_\_ (initial)
- NO ALCOHOLIC BEVERAGE may be brought into the Clubhouse. . \_\_\_\_\_ (initial)
- Remove all food and personal belongings. **Do not** fold up tables or stack chairs. \_\_\_\_\_ (initials)
- The Association is not responsible for any lost or stolen items \_\_\_\_\_ (initials)

Kitchen facilities are: stove. Refrigerator and microwave only. No utensils are provided

Your party will be CANCELLED if you arrive with helium balloons

CLUBHOUSE CAPACITY LIMITED TO 276

If you have more than 276 guests, you will be charged an additional \$10.00 per guest.

Renter \_\_\_\_\_

Date \_\_\_\_\_

Clubhouse Manager \_\_\_\_\_

Date \_\_\_\_\_

● Security Guards at the discretion of the Manager

Deposit returned: Date \_\_\_\_\_

Check # \_\_\_\_\_

Return deposit to: \_\_\_\_\_

Where did you hear about us: \_\_\_\_\_

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### Heat/Air Conditioning

The thermostat is not locked, you may adjust the temperature so that the building is comfortable for you, but when there are no people in the building the Clubhouse Manager will set the Clubhouse temperature to 78 degrees in the summer & 58 degrees in the winter \_\_\_\_\_ (initial)

### Hall Only Rental

You are required to sweep floors. A dust mop, broom & dust pan will be left in the kitchen for you to use. You will still pay a small fee for cleaning as the bathrooms will need to be sanitized and the floors mopped as well as any window cleaning that may need to be done. \_\_\_\_\_ (initial)

### Outside furniture

If you bring in any furniture whether it belongs to you or an outside vendor you are responsible for any damage done to the wood floors.

L.C.B.P.O.A. is not responsible for damaged, lost, stolen or misplaced items brought into the Clubhouse, either by client or outside vendor, and assumes no responsibility for any items left at the conclusion of your event. \_\_\_\_\_ (initial)

### Outside Vendors

You are responsible for letting your outside vendors into the Clubhouse. The Clubhouse Manager will open the doors the morning of the event *\*Please assign a personal attendant to be responsible for letting all outside vendors.*

L.C.B.P.O.A. is not responsible for damaged, lost, stolen or misplaced items brought into the Clubhouse, either by client or outside vendor, and assumes no responsibility for any items left at the conclusion of your event. \_\_\_\_\_ (initial)

### Decorations

Decorations may be provided by you or by an outside vendor. Decorations must be pre-approved by the Clubhouse Manager and certain restrictions may apply. Nothing may be attached, glued, taped, screwed, nailed or hung to any Clubhouse surface without prior approval. L.C.B.P.O.A. prohibits the use of confetti, rice, silly string or any other item(s) that result in additional clean up outside of what L.C.B.P.O.A. considers to be standard cleaning. Any clean up required as a result of such practices will result in a \$350.00 clean up fee plus any damages that may result. A \$50.00 per man hour fee will be applied to any clean up required beyond what is normal and customary. \_\_\_\_\_ (initial)

### Take Down/Event End Times

All equipment, decorations, floral, vases, band equipment, personal property and gifts must be completely removed by midnight. Any additional labor charges incurred due to tardiness in removing such items will be at the client's expense.

L.C.B.P.O.A. is not responsible for lost, stolen or misplaced items brought into the Clubhouse, either by client or outside vendor and assumes no responsibility for any items left at the conclusion of your event.

*\*Please assign a personal attendant to be responsible for gathering items that are yours, for example; cake knife, guest book, cake, floral pieces, etc.* \_\_\_\_\_ (initial)

### Liability Waiver

The undersigned client accepts full responsibility and liability for actions taken by all guests attending this function, including their employees. L.C.B.P.O.A. is not responsible for lost or stolen personal property. \_\_\_\_\_ (initial)

### Beverage Service

All beverages are contracted through the Clubhouse. In compliance with the Wisconsin Liquor Laws, no alcoholic beverages will be served or sold to any person under the age of 21. \_\_\_\_\_ (initial)

### Damages

Patron agrees to be responsible for any damages done to the premises, during the period of time the patron, his/her guests, invitees, employees, independent contractors, or other agents are under patron's control, or the control of any independent contractor hired by the patron. \_\_\_\_\_ (initial)

Renter \_\_\_\_\_

Date \_\_\_\_\_

Clubhouse Manager \_\_\_\_\_

Date \_\_\_\_\_

01/26/2018

**Please put "Clubhouse Rental" on checks & envelopes, Thank you!**  
Make checks payable to L.C.B.P.O.A.