

**VILLAGE FARMS, INC.**  
**CLUBHOUSE RENTAL INFORMATION AND RULES**  
**RESIDENT**

453 E. Greyhound Pass  
Carmel, IN 46032  
317-816-7010 office

Mail contract and check to:  
The Village Farms  
PO Box 717  
Westfield, IN 46074

The information contained herein serves as an addendum to the RESERVATION FORM and RENTAL ACKNOWLEDGEMENT AND AGREEMENT, executed by the responsible party (also referred to as *renter*) reserving or renting the Village Farms Clubhouse.

**RULES**

1. *Only adults* may rent the clubhouse.
2. *Common grounds and pool are not* included in the rental of the Clubhouse.
3. *All parties* related to children less than 21 years old, *must* have sufficient adult chaperones. Noise levels must be conducive to the neighborhood setting of the clubhouse.
4. *Access to the facility: Renter* is responsible to pick up *key* at the rental agent's residence at 104 Amkey Way (*VF mailbox is on front porch*) anytime after 10:00AM on date reserved or what is on agreement and *must return key IMMEDIATELY AFTER THE EVENT and NOT LATER THAN 1:00AM. There are NO EXCEPTIONS!! Please put the key in the VF secure Mailbox mounted on the wall NEXT TO THE BACK DOOR (NEAR THE TENNIS COURTS), not in the regular mailbox.*

*Closing time for all parties/events is 1:00AM.*

*Late Key Charge*=\$25 deduction from security deposit.  
*Lost Key Charge*=\$150 deduction from security deposit.
5. *Circular Drive-Upper Level Access:* There is **NO PARKING** allowed on circular drive. This drive is *only* for set-up, clean-up or handicapped access. *All vehicles must* be moved off the drive as quickly as possible.
6. *Decorations* should be kept to a minimum and, on upper level, be confined to the main banquet room, sitting room, and the room adjoining the kitchen where there are tack strips around the perimeter of the room. (All other areas - bathrooms, foyer, hallway, and kitchen - should not be used for display of decorations, as there are no tack strips.) Use only pushpins or tacks when attaching items to the tack strips and painter's tape to secure other decorations. **DO NOT USE ANY NAILS, STAPLES OR DUCT TAPE** on walls or furnishings. A six-foot tall stepladder is available in the upper level storage area for decorating assistance. **IT IS STRICTLY FORBIDDEN** to use any mechanical fastening devices such as staplers or nail guns. Any evidence that *renter* has used this type of device will result in a damage assessment to the renter and be deducted from the security deposit.
7. **STRICTLY FORBIDDEN:** tobacco products of any kind (chewing, pipe, cigar, cigarette, etc.), rice, birdseed, hay, straw, substances of an illegal nature or any materials or practices that would be considered dangerous, explosive, flammable or harmful to you, your guests, or the building you are renting.
8. **Do not move/exchange any furniture** (folding tables, chairs, couches, etc.) from either of the upper or lower levels *or* move furniture to an outside location.

9. *All tables* used for purposes of food service or arts and crafts **must** be covered with appropriate tablecloths or linens to protect the furniture.
10. **CLEANUP:** When the function is over, **all furniture must be cleaned and put away in the order it was found.** The **renter** should take special precautions to **remove all tape, gum, wax, etc.,** from the tables, chairs, or other surfaces prior to vacating the clubhouse. **All trash, decorations, food, beverages and supplies** associated with your function, including the bathrooms, **MUST BE REMOVED** from the rented level(s) and placed in the main dumpster (by the tennis courts parking lot) **before vacating the clubhouse.** If the renter does not remove these items, **management** will charge the **renter** additional labor to remove these items **and** will deduct these charges from the security deposit.
11. **There** are two (2) thermostats on the upper level (1 in entryway hall, 2<sup>nd</sup> in main room); and one (1) on the lower level. **Renter should not set the air conditioning in the summer below 68 degrees, or warmer than 70 degrees in the winter.** Renter should reset the temperature upon leaving to 80 degrees in the summer, and 60 degrees in the winter. Please leave the fan switch in the **AUTO** position...**do not turn the fan into the ON position.**
12. **Upper level circuit breakers** are located in the kitchen closet: **lower level circuit breakers** are on the South wall.
13. **All** lights, fans, and vents should be turned off, windows and doors locked upon vacating the clubhouse. Security lights in the upper level hall will remain **ON.**
14. **No one with wet bathing attire** is allowed in the building at any time. Guests must be toweled “drip dry” before entering the clubhouse.
15. **MAINTENANCE PROBLEMS** (electrical, plumbing, heating-AC) may occur during your rental period. Please contact the current Clubhouse Contact person (Maureen Schriener 317-437-7876 emergency only.) **Renter** is accountable for all damages that occur during and immediately after the rental period. If there is a problem, the **renter** must make “live” contact with a Village Farms associate before vacating Village Farms property.
16. **Village Farms, Inc.,** its directors, agents and employees are not responsible for any property (personal or otherwise) that is brought onto the clubhouse grounds by or on behalf of the **renter,** its agents, employees, or guests. The **renter** is responsible for securing the clubhouse, and its possessions, throughout the rental period. **Renter** allows all other persons onto the Village Farms property, during the rental period, at the risk or liability to the **renter.**

## **RESIDENT vs. NON-RESIDENT**

The **RESIDENT** fee schedule is intended **only** for residents of Village Farms, for their own personal parties, meetings or events. **NON-RESIDENTS** are welcome to rent the clubhouse but will be subject to slightly higher rental fees. Residents of Village Farms **should not** reserve the clubhouse for non-residents (corporations, friends, etc.) to secure the lower fee structure intended for residents only.

**IMPORTANT:** Please remember that reserving the clubhouse in your name subjects you to the full personal and legal liabilities for any and all activities, actions, and consequences of the event during and immediately after the rental period of the Village Farms clubhouse.

## RENTAL PROCEDURE

A reservation for the clubhouse will be accepted and placed on the calendar, when the following items are completed:

1. One (1) check for the total of *security deposit and rental fee* made payable to: **Village Farms, Inc.**

- ***Security Deposit:***

Upper Level	\$150.00
Lower Level	\$150.00
Both Floors	\$150.00

The security deposit (which will be cashed) is to cover the cost of any damages or negligence associated with *renter* during the rental period. The deposit, in full or in part, will **not** be returned if furniture, carpet, appliances or any other part of the facility or its contents are damaged during, or as a consequence of the *renter* during the rental period; if the key is not returned immediately after the party/event, or is lost; or if the clubhouse is not left in the same condition as found before the rental period (no decorations, trash, etc.). The clubhouse will be inspected after the rental period, any damages noted and assessed, and the deposit, in whole or in part, returned to the *renter* within four (4) weeks of the rental date. Should damages exceed the deposited amount, the *renter* will be sent an invoice, which will be due upon demand.

- ***Rental Fee:***

Upper Level	\$100.00
Lower Level	\$50.00
Both Floors	\$150.00

2. **Signed Rental Acknowledgement and Agreement:** This agreement should be read and understood by the *renter* prior to signing the agreement. Once acknowledged, the Acknowledgement and Agreement should be signed by the *resident renter* and returned with the above-noted check to Maureen Schriener and deposited in the ***VF secure Mailbox mounted on the wall NEXT TO THE BACK DOOR (NEAR THE TENNIS COURTS), not in the regular mailbox or mail to PO Box 717 Westfield, IN 46074.***

## CANCELLATION

A cancellation fee will be imposed, based on the timetable below, and deducted from the *security deposit* held for the *resident renter*.

- 30 days or more prior to the reserved date - \$20.00 charge
- Less than 30 days prior to the reserved date - \$50.00 charge

## **INVENTORY (updated 9-18-20)**

Upper Level: 10 - 5 foot round folding tables      80 - stacked chairs  
                  10 – 6 foot long folding tables      40 - folding chairs  
                  1 – small plastic table                      1 speaker’s podium  
                  1 stove    1 refrigerator  
                  1 microwave  
                  Sitting Area: 2 sofas, 3 end tables, 3 lamps, and wall hangings

Lower Level: 4 - barstools                                      50 – stacked chairs  
                  10 – 6 foot long folding tables                  4 – wooden card tables  
                  1 small refrigerator

**(Revised 9-18-20)**