

VILLAGE OF WESTLAY

EVENT SPACE – RENTAL AGREEMENT

Village of WestClay Owners Association Inc.
Trustee's Hall
12884 Broad Street
Carmel, IN 46032

RESERVATION INFORMATION

I PROCEDURES

- YOUR RESERVATION WILL BE CONFIRMED UPON RECEIPT OF A COMPLETED RENTAL AGREEMENT, RENTAL FEE, DAMAGE DEPOSIT, AND EXECUTED CATERING SERVICE AGREEMENT WITH ONE OF THE ATTACHED EXCLUSIVE CATERING SERVICE PROVIDERS.
- RESERVATIONS WILL BE HELD BY THE OWNERS ASSOCIATION (OA) AND WILL REMAIN CURRENT FOR 30 DAYS FROM THE DATE OF THE COMPLETION OF THE ATTACHED RENTAL AGREEMENT, PENDING THE COMPLETION, EXECUTION, AND DELIVERY TO THE OA OF A CATERING SERVICE AGREEMENT WITH ONE OF THE EXCLUSIVE CATERING SERVICE PROVIDERS. IF A CATERING SERVICE AGREEMENT IS NOT EXECUTED AND DELIVERED TO THE OA WITHIN 30 DAYS OF THE ORIGINAL RENTAL AGREEMENT THE OA WILL HAVE THE ABILITY TO CANCEL THE RESERVATION WITHOUT THE REFUND OF COLLECTED RENTAL FEES.

RESERVING: Please visit the VWC Owners Association at Trustee's Hall, 12884 Broad Street, Carmel, IN 46032 to pick up reservation forms or call #317-574-1164. Reservation forms can also be printed from the VWC Owners Association website at www.vwcownersassn.com.

- **FEE FOR EVENTS:** Each reservation requires rental fees as follows:
(Damage deposit of equal amount to rental fee is due at the same time)
Monday – Thursday Friday Saturdays/Sundays/Holidays*

Meeting House:

Hoagy Carmichael Room 2 nd Floor	\$550	\$600	\$750
Gene Stratton Porter Room 3 rd Floor	\$700	\$800	\$900
University Green	\$250	\$300	\$400
Ronald Reagan Green	\$250	\$300	\$400

*Holidays include New Year's Eve, New Year's Day, Easter, Memorial Day, Fourth of July, Labor Day, Halloween, Thanksgiving, Christmas Eve, and Christmas Day

Payment must be in the form of a check made payable to **VWC Owners Association**. Also required is a damage deposit in the form of a separate check made payable to **VWC Owners Association** equal to the rental fee for the space. Return of the damage deposit is based on the condition of the space after the event and compliance with Owners Association rules. Once the room is assessed following the event, and all is satisfactory, the damage deposit check may be picked up at Trustee's Hall one week after the event.

- **PRE-EVENT INSPECTION:** Renter should inspect and report any damage to the facility and furnishings prior to the event by calling Trustee's Hall at #317-574-1164. Any unreported damage noted during the post-event inspection will be considered damage that occurred during the most recent event.

II RULES

- **DECORATIONS:** Please do not glue, nail or tack anything to the walls, ceilings, furniture, and or fixtures of the facility.
- **Guests** should be limited to capacities as determined by the Catering Service Providers pursuant to all local, state and federal guidelines governing such assemblies.
- **NO SMOKING**
- **Windows** are to remain closed at all times.
- **CLEANING:** Catering service providers are responsible for cleaning the facilities after the event.
- **FURNITURE:** Furniture should **NOT** be moved from one room to another.
- **DEPOSIT RETURN:** Return of deposit is based on condition of the space and compliance with Meeting House rules. Failure to meet all requirements will result in loss of the damage deposit. Some examples of damage that would require the Owners Association to retain the damage deposit include, but are not limited to, damage to carpet, such as stains, damage to walls, such as chipped paint or torn wallpaper or damage to furniture, such as stains or tears in the fabric.
- **CANCELLATION:** A thirty (30) day cancellation notice is required. The OA reserves the right to cancel a reservation up to 24 hours prior to the event if information becomes available that the intended use of the room or number of guests does not comply with the rules stated above.
- **INDEMNIFICATION:** The undersigned will indemnify, defend, and hold harmless the Association, its officers, directors, agents and members from and against any and all demands, claims, damages to persons or property, losses and liabilities, including attorney fees and costs arising out of or caused by the undersigned and/or his or her guests in connection with the use of the facilities, including, but not limited to the use, sale and service of alcohol or caused by a defect in the Association's premises or equipment, or by any act or omission by the Association or its directors as associated with the rental and use of the facility.
- **ALCOHOL:** The undersigned may serve alcohol in the facilities when done in accordance with all federal, state, and local laws. The undersigned warrants that all servers of alcohol have the licenses required by law to serve alcohol and servers shall adhere to the state and federal laws regulating the sale and service of alcoholic beverages. No one under the age of 21 shall be permitted to drink on the premises. Servers are not to serve any individuals that appear inebriated or under the influence of too much alcohol. The undersigned assumes any and all liability in serving alcohol.
- **ASSOCIATION RULES:** The undersigned agrees to adhere to the Association's rules and regulations concerning the use of the premises and to inform his or her guests of

applicable rules and in good faith and seek to enforce them during his or her use of the premises.

- **LOST OR STOLEN ITEMS:** The Association shall not be responsible for any articles, personal or otherwise, which are lost, stolen, or missed by any renter or guest.
- **DAMAGES AND THEFT:** Renter will assume full responsibility for damage to the facilities, and the theft of any property on the premises.
- **NOISE:** Loud, boisterous noises, profanity or other offensive behavior is not allowed. Noise limits are to be kept in accordance with local City of Carmel ordinance governing these issues.
- All parties must be concluded and all guests cleared from the facilities by 1:00am.

IN WITNESS WHEREOF, the parties hereto have hereby executed this Agreement as of the date first written below.

Village of WestClay Owners Association Inc.:

Signature:

_____ Title: _____

Printed Name: _____ Date: _____

Renter: _____

Signature:

_____ Title: _____

Printed Name: _____ Date: _____

CLUBROOM CLEANING CHECKLIST

(The following items will be checked before and after each event)

Counter tops

Cabinets

Dishwasher

Sink

Fire Extinguishers

Garbage Disposal

Stove/Oven

Microwave

Refrigerator

Floors

Carpets

Trash*

Plaque on Counter

***(TRASH CONTAINERS ARE IN THE REAR OF THE MEETING HOUSE; DOWN THE MAIN HALL, THROUGH THE DOOR TO THE STAIRWELL, AND THE TRASH CONTAINERS ARE ON THE LEFT)**

Addendum to Caterer contract and Rental Agreement

In case of emergency, please dial 911. You may also call Village security at 317-690-5314.

If room is not clean upon arrival, The Village of WestClay owners Association must be called immediately.

Caterer may gain access to event space 3 hours prior to the event or the night before if there is no prior event.

Caterer and renter should always assume the meeting space is rented the day prior to the event.

Event Space is unlocked 30 minutes prior to start of event unless special arrangements are made in advance.

The hardwood floors must be protected when moving tables and chairs. Any damage to the floors can't result in forfeiture of the damage deposit and additional charges levied against the caterer.

Caterer will have access to Second and Third floors. Resident key cards will grant access to first floor.

Caterer must be present at all times during the event.

Caterer is to be the last person to leave the building and is responsible for all doors being locked and facility being cleaned to the following specifications:

>>>Empty and clean all warmers

>>>Check and clean all bathrooms

>>>Check all lobbies for trash

>>>Clean breakdown room

>>>Clean Kitchen

>>>Spot check lobby floors

>>>Vacuum banquet rooms

>>>Check exterior of building

>>>Turn out all lights

>>>Close all window blinds

>>>Check back stair for dirt and debris

>>>Return chairs and tables to proper storage room and return to proper storage positions

Facilities:

- Meeting House 2nd Floor
- Meeting House 3rd Floor
- University Green
- Ronald Reagan Green

RENTAL AGREEMENT

The Village of WestClay Owners Association Inc.
12884 Broad Street
Carmel, IN 46032

I _____ (renter's full name) hereby request the use of the above describe Village of West Clay facility, have read the procedures and policies on the attached sheets and hereby agree to abide by all of its policies.

(Please Print)

Renter's Name

Address

Telephone (home)

(work)

Date of Event

Hours

to

Use

I further agree to be responsible for **all** damages to the facilities by me or my guest(s) during my event, and **I will** be present at this event at all times.

Renter's Signature

Date

Please make checks payable to Village of WestClay Owners Association

FOR OFFICE USE ONLY

Damage Deposit paid

Check #

Rental Fee paid

Check #

Gave to Accounting

Initials

Date Deposit returned

Picked up by

Initials

Date of notification of deposit check not being returned

Initials

Notes

Return form to:

the Village of WestClay OA
Trustee's Hall
12884 Broad Street
Carmel, IN 46032

Exclusive Catering Service Providers

All catering and event services must be contracted directly with one of the following exclusive catering service providers. No other or outside services and or providers are permitted on the venue premises.

Execudine Corporate Catering

Carole McNaughton
317-876-1200
cmcnaughton@execudine.com
www.execudine.com
4738 Northwestern Dr.
Zionsville, IN 46077

Jacque's Gourmet Catering

Lisa Bonacorsi
317-283-2776
lbonacorsi@jacquies.net
www.jacquies.net
9840 N. Michigan Rd.
Carmel, IN 46032

MBP Distinctive Catering

Anne Perry
317-636-4444
anneperry@mbpcatering.com
www.MBPCatering.com
2502 East 52nd Street
Indianapolis, IN 46205

Ritz Charles

Casey Lazzara, Event Specialist
317-846-9158
CaseyLazzara@ritzcharles.com
www.ritzcharles.com
12156 N. Meridian Street
Carmel, IN 46032