



**CLUBHOUSE LICENSE AGREEMENT
HUNTERS GLEN CONDOMINIUM ASSOCIATION, INC.**

**AGREEMENT made this _____ day of _____, _____, between
HUNTERS GLEN CONDOMINIUM ASSOCIATION, INC. ("Owner") and**

("Licensee") Note: Both husband's and wife's name shall be inserted if a married person is Licensee and both shall sign below.

WITNESSETH:

1. **Grant of License.** Owner grants Licensee and Licensee accepts a license to use the following facilities of the Hunters Glen Clubhouse located at 547 East Hunters Drive, Carmel, Indiana: **first floor community room, first floor restrooms, and first floor kitchen** on the terms, conditions, and provisions herein contained.
2. **Purpose, Number of Guests and Hours.** Licensee shall use same only for the following function _____ conducted on the _____th day of _____, _____, between the hours of _____ and _____ at which there shall be no more than _____ people in attendance at said function. The facilities and contingent common area must be vacated by the time listed above for the end of the function.
3. **Deposit.** Licensee has deposited TWO checks with Owner. One check shall be \$50 for residents and \$100 for non-resident and shall be retained by Owner as a non-refundable usage fee. Another check in the amount of \$75 shall be retained by Owner to apply against the cost of any cleaning necessary to return the facilities and contingent common area to a neat and orderly condition and to apply against the cost of any damages whatsoever to Owner's facilities and contingent common area which may be sustained as a result of said function. The \$75 portion of the deposit shall be refunded to the Licensee within seven days after the function if no cleaning is necessary and/or damage is done. The cost of cleaning and/or repairs or replacement to the facilities or contingent common area resulting from the function shall be deducted from the deposit and the balance, if any, shall be refunded to Licensee. Licensee shall immediately upon the receipt of a statement from Owner remit to Owner any excess of said cost over the deposit.
4. **Limitations on Use.** In addition to the other provisions herein, Licensee agrees the use hereunder is limited as follows: (a) For the purpose, number of guests, and hours above listed and only to the areas above listed with neither Licensee nor guests of Licensee to go into any other areas. In no circumstance shall anyone be permitted in the pool or pool deck area. The Clubhouse key shall be returned no later than noon the succeeding business day following the function. Licensee must be present during the function. (b) No alcoholic beverages may be served whenever anyone under the age of 21 is present. (c) The use of unlawful drugs, marijuana or any other illegal activity is prohibited. (d) No noise level disturbing to occupants of Hunters Glen Condominiums is permitted, and no nuisance or disturbance to said occupants shall be allowed. (e) Parking shall be only in the 10 non-covered spaces between Covered Parking Space 536-D and 549-B (the parking spaces immediately adjacent to the Clubhouse), and in the covered parking space of a resident who has given consent in advance. No other covered parking spaces are to be used. Board approval of additional non-covered parking

spaces may be granted upon request. Otherwise, parking for guests attending the function shall be off property of Hunters Glen Condominiums and its common area, with Licensee to be responsible for the towing fees of vehicles of all those attending the function in violation of this rule, and Owner may tow said vehicles in violation hereof. (f) No semi-permanent equipment or furniture, such as pool table may be moved, and nothing may be removed from the Clubhouse. (g) All guests shall obey the Hunters Glen Condominium Association's Rules and Regulations and applicable provisions of its Declaration and By-Laws. (h) Except for special events approved by the management, no bathing suits shall be worn, with street attire required to include a minimum of shirts, shoes or street sandals, and pants, street shorts and dresses.

5. **Breach and Indemnification.** In the event Licensee or any other of those attending the function violate any term, provision, or condition of this Agreement, Licensee and said attendees shall thereafter have no right to the possession and use of the facilities as well as all the common areas of Hunters Glen Condominium Association, Inc., and upon failing to do so, may be removed as trespassers. Licensee shall be responsible for all actions of Licensee attendees as if Licensee performed Licensee attendees' acts. Licensee herewith releases and agrees to indemnify Owner and its management against any liability to person or property occurring in or about said facilities and common areas of Hunters Glen Condominiums resulting from any cause whatsoever in any way connected with said function or those attending same exempting the gross negligence or intention infliction of injury or damage by Owner interest on all sums due to Owner at the rate of 18% per annum and shall pay Owner all costs of collection and attorney fees incident to the enforcement of this Agreement against Licensee.
6. **Miscellaneous.** This Agreement shall be binding on the parties hereto and their successors, but may not be assigned by Licensee. There are no representations not included herein made by Owner and any modification hereof must be in writing and signed by both parties. Licensee represents that Licensee shall not use the facilities should Licensee find same not to be in neat and orderly, undamaged condition before commencing use and acknowledges that by using same Licensee shall be stopped from claiming pre-existing damage, uncleanliness or disorderliness.

IN WITNESS WHEREOF, The parties have executed the above Clubhouse License Agreement as of the date first above written.

OWNER: _____

LICENSEE: _____

HUNTERS GLEN CONDOMINIUM ASSOCIATION, INC.
Clubhouse Manager

INSTRUCTIONS:

The preceding pages represent a blank Clubhouse License Agreement. You may complete this form **online** by following the below instructions:

- **Login to the Clubhouse Page on the Hunters Glen website. Click “Reserve the Clubhouse” link. Complete and submit the form.**

Shortly after submitting the form, you will receive an **email** advising you if the clubhouse date you requested is available.

If it is available:

- You will be directed to print the Clubhouse Agreement **from a LINK** that will be in the email. The Clubhouse Agreement from that link will be completely filled-in with your specific information and will be ready to sign.
- You will be directed to write two separate checks payable to:
Hunters Glen Condominium Association, Inc.
 - 1) one in the amount of \$50 - the rental fee, and
 - 2) one in the amount of \$75 - the returnable, deposit fee.

You will be then directed to call or email the Clubhouse Manager to arrange a time you can deliver the completed agreement and the checks to him or her. Unless pre-arranged, the agreement and checks must be delivered at least three (3) weeks prior to your event.

When you meet with the Clubhouse Manager, you will set up two additional meeting times. Both of these additional meetings will be at the clubhouse. One will be prior to your event and the other will be after your event. Each of these meetings will be a “walk-through” of the clubhouse.

The first walk-through will be scheduled immediately prior to your event. At that time, the Clubhouse Manager will show you where everything is in the clubhouse and will demonstrate how to operate the appliances as well as the air conditioning and/or furnace controls. The Clubhouse Manager will also provide you with a key for the Clubhouse at that time.

The final walk-through will be scheduled immediately after your event. During that walk-through, the Clubhouse Manager will check the cleanliness of the clubhouse, receive the key back, and if applicable, return your voided deposit check.

- The below Cleaning Checklist provides you with a guide to the items that will be checked at the final walk-through.

Clubhouse Cleaning Checklist

- Vacuum carpeted area (vacuum in closet in the kitchen)
- Sweep all floors (main area, kitchen and bathrooms)
- Wet mop (water only) any areas where there has been a spill (mop is in the kitchen closet by the microwave), and the area right in front of the door
- Shake out mat by the front door
- Remove all decorations
- Wipe off tables and return all furniture to its original position
- Wash and replace kitchen items, clean the sinks, stove and counter tops
- Remove any food from the fridge and freezer
- Leave the top of the coffeemaker open after cleaning it
- Tidy the bathrooms and remove any trash
- Remove all trash from garbage cans and take it to the dumpster; replace bags in each can
- Turn down the furnace to 50° during the heating season and/or turn the air conditioning off during warmer months.
- Replace plywood and cover on pool table (if used)

If you have any further questions, or if I can be of assistance in any way, please don't hesitate to contact me.

Thank you.

Clubhouse Manager
Email: clubhouse@hgcondos.com