



**Hawthorn of Aurora  
Homeowners Association, Inc. (HHA)  
685 Walnut Ridge Trail  
Aurora, Ohio 44202**

**CLUBHOUSE/PAVILION RENTAL AGREEMENT  
WITH ATTACHED WAIVER  
(Private Rentals)**

DATE OF FUNCTION:

TIME OF FUNCTION:

HOMEOWNER'S NAME:

PHONE:

HOMEOWNER'S ADDRESS:

APPROXIMATE # OF GUESTS:

TYPE OF FUNCTION:

ROOM RESERVED:

SECURITY REQUIRED:

Western Reserve - WR (Lrg. Room)

Aurora Lake - AL (Sm. Room with Fireplace)

PAVILION:

DESCRIPTION OF FUNCTION:

WILL ALCOHOL BE SERVED:

CHAFING DISHES/HOT BOXES NEEDED:

RENTAL CHARGE AMOUNT:

(Due when contract is signed)

CLEANING FEE: Partial (Mandatory): \$ 25.00

Full: WR \$ 65.00  
AL \$ 40.00  
Whole Bldg. \$ 85.00

SECURITY DEPOSIT: \$ 150.00 on Homeowners Personal Check

**All monies must be paid by homeowner's check, money order, or cashier's check payable to Hawthorn Homeowners Association (HHA).**

## General Description

1. The Western Reserve Room is a large banquet room, which can accommodate up to 172 guests. It is equipped with caterer's kitchen, including a dishwasher, garbage disposal, refrigerator/freezer, and a microwave. Also available are 10 - 60" round party tables, 5-6-foot rectangular banquet tables, and 120 chairs.
2. The Aurora Lake room is a smaller banquet room, which can accommodate up to 86 guests. It includes a big screen television, fireplace, furniture and 4 game tables.
3. Paper towels, garbage bags, and restroom paper products are provided for all rooms.

## Rates

1. The facility is available for rental only by HHA Homeowners, unless an exemption is made by HHA. The Homeowners must be current on all association dues to reserve the clubhouse. Corporate rentals and other rentals will be considered by HHA and separate rates may apply. Rentals are on a first come basis.
2. Rental rates are \$30 per room for any part of a 5 hour period, with a maximum of \$50 per room (all day rate). When picking up the key, please bring check with rental total and cleaning fees along with a separate check for the \$150 security deposit, made payable to the Hawthorn Homeowners Association. The security deposit check will be shredded after the event if no charges are incurred; if homeowner wants security deposit check returned it must be accompanied by a self-addressed stamped envelope.
3. Cancellations: Any cancellation within 2 weeks of the reserved date is subject to forfeiture of the rental fee unless HOA is able to re-rent the facility for the same day and time period.
4. The Homeowner is responsible for any and all damages to the facility. These damages are determined by the HHA. The homeowner's responsibility is not limited to the \$150.00 security deposit.
5. The facility must be returned to its original condition. Any furniture that was moved must be returned to its original location. Cleaning supplies are provided. If it is determined by the HHA that the facility has not been returned to its original condition, a minimum \$85.00 cleaning charge will be assessed.
6. Cleaning rates are as follows: **Mandatory** partial cleaning of bathrooms, foyer floors and kitchen floors is \$ 25.00. Or Full Cleaning of Aurora Lake Room \$ 40.00. Cleaning of Western Reserve Room \$ 65.00. Cleaning of Whole Building \$ 85.00.

	<b>5 Hr. Rental</b>	<b>All Day</b>	<b>Partial Clean</b>	<b>Total Clean</b>
<b>Aurora Lake</b>	\$30	\$50	add... \$25	add...\$ 40
<b>Western Res</b>	\$30	\$50	add... \$25	add...\$ 65
<b>Whole Bldg.</b>	\$60	\$100	add... \$25	add...\$ 85

7. At the Discretion of Pool/Clubhouse Committees parties requesting pool usage may be required to pay an additional fee of \$ 15.00/hr. for an extra Life Guard when more than 10 guests are expected to use the pool.
8. When picking up the key please bring one check with rental total and cleaning fee, along with a separate check for the security deposit. Both checks are to be made out to Hawthorn Homeowners Association (HHA).

## Rules

1. **The homeowner must be present at the function.** Contact clubhouse Coordinator 2 days prior to your event to arrange key pick up.
2. No tacks, nails, tape, or glue is to be used to hang decorations in the facility. If you must hang something, please use painters tape only. However, if damage is done to walls, even with painter's tape, you are responsible for repairs.
3. No furniture is to be removed from the facility. Including tables or chairs for outdoor use. When moving chairs, please use chair dolly (please do not drag across floor).
4. Party signs and/or balloons are allowed to be used on the common property. They must be freestanding. They must be removed within 24 hours following the party or your security deposit will be assessed \$25.00.
5. **The clubhouse is a non-smoking facility.** HHA will assess a fee, determined by HHA, if any violation of the non-smoking policy occurs by statement of the police officer, observers, and/or pollution, whether or not specific burn damages appear. Actual burn damages will enhance the penalty.
6. HHA reserves the right to require the use of an officer designated by the Aurora Police Department for all private or corporate clubhouse functions. This officer shall be hired by the HHA at the expense of the renter. This current rate charged by Aurora Police Department is \$30.00 per hour. This officer shall remain on duty until the function is over and your guests have vacated the premises. The sole function of the officer is to assist in the protection of HHA's property and facilities. **It is expressly understood and agreed by the renter that the officer shall have NO duty or responsibility to directly or indirectly protect or insure the safety or health of the renter or any of his/her guests, family, or invitees.** Renter shall execute a Liability Waiver and Release relieving HHA and its agents and employees from any responsibility for any injury or damage to renter or any of his/her guests, family, or invitees.
7. If the Aurora Police Department, or any other law enforcement agency is called to the premises, the party will be closed and all occupants will be forced to leave the building.
8. If you hire an on-site caterer, the following must be received by HHA at least fourteen (14) days prior to the rental date: Proof of the caterer's liability insurance in effect at time of the function, and a copy of the Certificate of Worker's Compensation coverage. The caterer must remove all food, supplies and equipment by the end of the affair. It is the responsibility of the renter to arrange for deliveries and pick ups during their normal rental period.
9. HHA shall have no liability of any kind for any failure to perform hereunder due to flood, strike, fire, labor difficulties, earthquakes, accidents, power outages, or any other act or event beyond HHA's control.
10. No weapons of any kind are permitted on HHA property.

be caused by, related to, or arise from or which HHA may sustain through the carelessness or negligence or malicious acts of the Homeowner or his agents, employees, contractors, guests, family, or invitees. The renter must sign the Liability Waiver and Release with reservation payment.

11. HHA shall not be responsible for damages to or loss of personal property on premises.
12. No illegal activities will be performed at the Clubhouse or Pavilion. This includes but is not limited to gambling and underage drinking.
13. Rental of this facility does not include usage of the pool facilities. See addendum on pool usage.
15. In the event of 2 parties booked for the same date, the chafing dishes & hot boxes can go to the first one requesting, as well as, 2 of the rectangular tables. Other furniture must stay in the room it is assigned.

I have read the guidelines above and fully understand them and agree to be personally responsible for all the provisions in this agreement and any financial obligations, which may occur beyond the security deposit.

Renter:

Accepted By: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name \_\_\_\_\_

We accept the reservation.

HHA Officer:

Accepted By: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Title: \_\_\_\_\_

**LIABILITY WAIVER AND RELEASE**

I acknowledge that I have contracted to use the Clubhouse Facility/Pavilion/Pool of the Hawthorn of Aurora Homeowners Association, Inc. (HHA). *Pool use is regulated by the ordinary rules and privileges of Hawthorn of Aurora Homeowners Association, Inc. (HHA) and is not provided as a part of any facility use agreement.. No supervision is provided by HHA for use of any of the other recreational facilities, including but not limited to playground equipment.*

For and in consideration of the HHA permitting me to use the Clubhouse Facility/Pavilion/Pool, I accept the terms for the rental of this facility, and I, and any person who is my guest or who could claim through me, hereby release HHA, it board members, agents, employees and members from any and all actions, causes of action, claim, and demands of whatsoever kind or nature due to any damages, for losses or injuries, including death, incurred as a result of the use of the facilities, including any use of alcoholic beverages while using the facility,

I further acknowledge that I am assuming one hundred percent (100%) of the risk of injury or death to me or to my guests due to my voluntary use of the facilities. (“Facilities” include but is not limited to furnishings, fixtures, apparatus, or any other guest items located within the facilities or on the property of the Association). I, my guests, and any person, who could claim through me, hereby waive any and all claims, demands, grievances, and/or causes of action, which may arise in any way out of my voluntary use of the Clubhouse Facility/Pavilion/Pool.

I further agree to fully defend and indemnify HHA should any claims be made as a result of voluntary use of the facility.

I agree to abide by all rules and regulations for use of the Clubhouse Facility/Pavilion/Pool, acknowledge receipt of said rules and regulations and state that I have read and understand said rules and regulations and agree to abide by them.

I certify that I have carefully read the foregoing waiver and release and fully understand the contents thereof and sign the document as my own free act, with the intention to be legally bound, and to bind my guests, any person who could claim through me, on and after the date set forth below.

WITNESSES:

\_\_\_\_\_

\_\_\_\_\_  
Homeowner’s Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

## **Hawthorn of Aurora Clubhouse Clean-up Checklist**

1.  Wash tops of all tables and counters.
2.  Put chairs up on tables.
3.  Clean out Microwave and Refrigerator/Freezer from ALL splatters and spills.
4.  Vacuum room(s) thoroughly.
5.  Clean glass doors and windows inside and out as needed (ie: fingerprints).
6.  Empty all trash cans and put trash in larger outside trash cans on the side of the facility.  
Please put the rock on top to keep the animals out. If outside trash is overflowing and can't be crushed down and shut fully, leave bags in the cans inside closest to the side door and the maintenance guys will carry them out.
7.  Wipe off the top of the trash cans from any food or beverage spills.
8.  Return tables to their original 3 rows of 3 tables, put 10th table in storage closet.
9.  Leave a note for the maintenance guys if the vacuum needs emptied, supplies need to be ordered or any other items you find need attention.
10.  Dispose of all food, paper products and trash from table tops and counters.
11.  Clean the chafing dishes or hot boxes if used, then return to the storage closet.
12.  Close and lock all windows and turn off all lights.
13.  If thermostat has been changed, reset to 78 in summer and 60 in winter.
14.  Lock all doors; put boards in sliding doors.
15.  Return clubhouse key to Clubhouse Coordinator within 24 hours of your event.
16.  Remove any external signs and/or balloons from building premises and neighborhood.  
No signs are to be posted on stop sign poles or light poles. All must be free standing.

***OR you can elect to pay (in advance) a \$65 cleaning fee for the WR Room, \$40 for the AL Room or \$85 for whole building and complete only items #10 through #16. There is a mandatory cleaning fee of \$25.00 for cleaning of bathrooms, bathroom floors, foyer floors and kitchen floors after all events.***

***Cleaning supplies and vacuum are in the foyer closet. In summary, please be neighborly and leave the clubhouse as good or better than you found it so that it can be enjoyed by us all.***

Often there is another party booked later the same day, or the next day. Thanks! Questions?  
Email or call Erin Blunt at 330-995-9513 or [erinblunt@ymail.com](mailto:erinblunt@ymail.com)

## INFORMATION SHEET FOR CLUBHOUSE

Equipped with:

- 10 Round tables, 60" diameter
- 5 Rectangular tables, 6' long
- 120 Chairs
- 4 Round game tables (52")
- 2 Caterers Hot Boxes
- 4 Chafing dishes (Need sterno warmers)
- 1 Coffeepot - 20 cup capacity
- 8 Hurricane candle centerpieces (Need 3" candles)
- 1 10 Chair Dolley

Kitchen in the Western Reserve Room (Large Room) has microwave, dishwasher, and refrigerator, NO stove/oven. No music system or tablecloths are provided.

In the event of 2 parties booked at the same time the chafing dishes and hot boxes can be requested on a first serve basis. As well as 2 of the rectangular tables. All other furniture is assigned to the room that it is in (ie: TV, sofas,...)

Cleaning supplies and vacuum are in the foyer closet.

### Suggested Capacity:

The Western Reserve Room (Large Room) will hold 125 -130 people comfortably.

The Aurora Lake Room (Smaller Room) will fit 35 - 40 people comfortably.

**Hawthorn of Aurora PAVILION Clean-up Checklist**

1.  Clean off picnic tables and seats.
2.  Sweep pavilion floor of all debris. You need to bring your own broom!!
3.  Make sure all trash fits in garbage cans, otherwise you need to take excess up to clubhouse cans. No trash can be left out for animals to get into.
4.  Turn off all lights before leaving.

**INFORMATION SHEET FOR PAVILION**

Equipped with:

- 12 Octagonal Picnic Tables that seat 8 at each
- 1 Charcoal Grill
- 2 Electric Boxes
- 1 Light Box
- 2 30 gallon trash cans

**SUPPLEMENT TO HAWTHORN HOMEOWNERS ASSOCIATION**  
**RENTAL AGREEMENT (CONCERNING POOL USAGE)**

The undersigned, being over the age of 18, has agreed to rent the following:

\_\_\_\_\_ The Hawthorn Homeowners Association Pavillion

Date of Rental:

\_\_\_\_\_ The Hawthorn Homeowners Association Club House

Date of Rental:

It is understood that rental of either or both facilities, regardless of the amount of any such deposit tendered for rental, does not entitle the rentor, or his or her guests, to use the swimming pool. Pool usage is limited to members of the Hawthorn Homeowners Association and their guests.

Use of the pool shall be in accordance with pool rules for members of the Hawthorn Homeowners Association and their guests. If the rentor is eligible to use the pool, then the rentor, in the absolute discretion of the trustees and at the time of reservation/rental of either or both facilities, may be required to pay for an additional lifeguard during the period for which the pavilion or clubhouse is reserved at the amount to be determined by Metropolitan Pools, the operator of the pool. The rentor is responsible for being familiar with all pool usage rules and to familiarize his or guests with the pool usage rules.

Amount of pool deposit:

\_\_\_\_\_  
Rentor

Date: