

Clubhouse Rental Information

CLUBHOUSE RENTAL INFORMATION

Description

Name (Required): _____

Rental Date (Required): _____

Access:

- Access code will be available for rental from 9:00 am – 10:00 pm.
- Please use the 4-digit code followed by the # to enter the building.
- The code panel is located to the right of the front door.

Lights:

- Turn on the wall switches by the electrical box and the one by the front door for hallway lights.
- The thermostat located on the outside of the middle room is a smart thermostat, if the comfort level is not your comfort level, please adjust accordingly by touching the temperature circle and adjusting it up or down after it expands in size.

Decorating:

- Decorations may be put on the walls only using painter's tape. The use of duct tape, staple guns, or tacks are strictly prohibited. Decorations are allowed on tables; if using tape to adhere table covers, you must remove the tape as well as the table cover.
- Glitter and/or sequence and decorations that include glitter or sequence are strictly prohibited.

Cleaning:

- Tables and chairs must be cleaned and returned to the storage carts with 4 tables on each side and no more than 6 chairs per rack – chairs should be evenly disbursed on each side of the cart, and the carts must be put back into the far back room to the right.
- Place all garbage in dumpster at the far end of the parking lot and replace can liners with the extra liners provided.
- Toiletries, garbage bags, brooms and dust pans are provided for your use.
- All rooms used need to be cleaned and all items from the fridge/freezer removed before you leave.
- Wipe down all the tables and chairs.
- Sweep and spot clean any areas that may need it.

Before you leave:

- Turn off all lights and lock all doors.

To keep the rental costs down, please leave the building clean and ready for the next event. If you have any question or concerns, please contact the Parks Department at (219) 374-7000 Ext. 7, Monday-Friday, 8:00 am - 4:30 pm. If you are needing assistance after hours, please contact 911 and request dispatch send officer to Cedar Lake Clubhouse; Please notify your guests not to mail or have gifts delivered to the Clubhouse. Thank you and enjoy your event!

Maximum Capacity: 166

Alcohol is strictly prohibited without providing a copy of your state liquor license and proof of providing ample security having been hired from the Cedar Lake Police Department at least 30 days in advance of your event.

Bounce houses are NOT allowed in &/or on the property.

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Decorations Placed by staff in the Clubhouse are not to be moved or removed, including holiday trees and/or any ornaments on those trees. Any movement of, damage to or breaking of same will result in a decrease to your security deposit refund.

Absolutely no standing on any tables or chairs.

Items in the Clubhouse (No coffee pot is provided; coffee pots ARE allowed.):

- 1 Dual-Temp Refrigerator-Freezer
- 1 Stove
- 2 Microwaves
- 32 - 6' Rectangular Folding Tables
- 1- 4' Rectangular Folding Table
- 5 Wooden Picnic Tables (Outside)
- 2 Plastic Picnic Tables (Outside)
- 168 Padded Folding Chairs – No standing on the chairs or tables please
- 1 Step Ladder
- 1 Broom/2 Dust Pans/Push Broom
- 3 Large Garbage Cans
- Bathroom Supplies

Signature (Required): _____

Date (Required): _____