

Rules and Important Information

Who may use the clubhouse? The clubhouse is available for social functions for residents (PCA members) who have a current assessment account with the Prestbury Citizens Association. A rental fee and a security deposit are required in order to reserve the facility. The clubhouse is also available to association members for business events, on the same terms as social events, but subject to advance approval of the PCA board.

Once reserved, the space is to be used strictly by the member and their guests. The member is required to be in attendance at all times during the function. The facility may not be sublet to any other person, including other PCA members, without the approval of the PCA board or clubhouse committee.

Wedding receptions are limited to PCA property owners and their children only.

Hours: The rental hours are from 10:00AM to 1:00AM. The premises must be vacated no later than 1:00 AM.

Fees and Deposit: A rental fee of \$100 and a security deposit of \$250 are required at the time of rental. These fees should be paid via two separate checks payable to the Prestbury Citizens Association. The check for the security deposit will be destroyed following the event (unless the renter requests its return) UNLESS: there is property damage; extraordinary cleaning is required; or any item on the “Clubhouse Closing Checklist” is not completed. In the event of any of the foregoing, the renter will be assessed the full cost incurred for extra cleaning or damage incurred, subject to a MINIMUM charge of \$100. In the event that costs exceed the amount of the deposit, the renter will be held responsible for the full cost even if in excess of the deposit.

The security deposit will be forfeited in full if:

- Law enforcement is dispatched to the Clubhouse for any disturbance
- The Clubhouse is not vacated by the approved time on the Rental Contract
- If alcohol is served to, or consumed by, minors on the premises
- The resident who rented the facility is found not to be in attendance at any time
- The facility is sublet to any other person
- The clubhouse is not properly secured upon conclusion of the event (see “Clubhouse Closing Checklist.”)
- Fog machines, silly string, glitter, crepe paper, confetti or any item with red dye is used.
- The key is not returned within 24 hours after the event.

If any of the above occurs, or if the clubhouse is left unclean or damaged, the member could face loss of rental privileges for a period of up to one year.

Alcoholic beverages: Please remember that you are responsible for knowing and following Illinois law with respect to serving alcoholic beverages. Selling alcoholic beverages on the premises is prohibited.

Insurance: If you intend to serve alcohol, a certificate of homeowner’s insurance, listing “Prestbury Citizens Association, 15 Winthrop New Road, Sugar Grove, IL 60554” as an additional named insured must be provided before you will be issued a key to the facility. The certificate will be kept on file until the expiration date on the certificate.

Initial

Clean up, Keys and Security: Before leaving at the end of the event, complete and sign the “Clubhouse Closing Checklist” supplied and leave it in the kitchen. (Extra copies are in the basket in the kitchen.) Be sure to turn off all lights, check to see that all doors and windows are locked, set the thermostats to the proper temperature. (60 degrees in heating season, 80 degrees in cooling season.) Return the key to the PCA office or PCA mail drop box no later than 24 hours after your event. Failure to comply will result in forfeiture of entire deposit.

Coolers: The association provides mats for coolers to be placed upon to help prevent liquid from damaging the floor. Mats are located under the coat rack in the hallway. Please be sure to use them.

Fireplace: The gas fireplace is available for use, however, for safety reasons a member of the PCA staff or a member of the Clubhouse Committee must review its operation with the renter prior to the event. Please call the PCA office to make arrangements for instruction in operation of the fireplace.

The fireplace has an on/off switch on the hearth, instructions are also posted. The flue is preset. It is important that your guests be informed that the fireplace is gas operated and that wood, paper or other flammable materials should NEVER be placed in the fireplace.

Grill: If you wish to bring a grill, please limit its use to the concrete pad located near the dumpster shed at the east side of the building.

Emergency Clean-up: There is a vacuum cleaner and a broom for dry use. For small liquid spills, please use the paper towels found in the kitchen. For larger spills from sinks, toilets, etc. call our management emergency number 847-228-4848. Should they not be available or they cannot get service in a timely manner, you may call a member of the clubhouse committee. The list of committee names and phone numbers is located on the cork board and in the notebook in the kitchen.

Heating/Cooling: There are two thermostats. Please select a temperature that is comfortable for you and your guests. At the end of the event, be sure to set both thermostats to 60 degrees in heating season and 80 degrees in cooling season.

Furniture: At the end of your event, please return the folding tables and chairs to the appropriate storage closets and return the lounge furniture to its original location. If you notice that any furniture is broken, please place it at the clubhouse entrance so that it can be repaired and note the repair necessary on the rental checklist.

Trash: Place loose trash in plastic bags that you will find in the cabinet under the kitchen sink. Place all trash bags in the dumpster located in the shed at the east side of the parking lot.

Decorations: You may attach decorations to any wooden part of the walls and to the light fixtures using masking tape or push pins. Please do not fasten decorations to the painted walls or the wallpaper. Do not use nails or Scotch tape as the tape will cause damage when removed. Free masking tape is available in the basket in the kitchen. At the end of your event, please be sure to remove all decorations. If balloons should get away from you and float to the ceiling, please note this on the rental checklist. The use of fog machines, silly string, glitter, crepe paper, confetti, items with red dye or any other decoration that could cause damage are prohibited and their use will result in a forfeiture of your entire deposit.

Bands and DJ Music: In consideration of the neighbors living close to the clubhouse, please plan to end your music by midnight and please keep the volume at a moderate level.

Smoking: Smoking is prohibited inside all association facilities. Please follow the Illinois Department of Health Smoke-Free Illinois Act 95-0017. Please make sure that guests dispose of smoking materials properly. A smoking receptacle is located in front of the Cheshire Clubhouse between the Clubhouse and the Office building. A second receptacle is located in the rear of the Clubhouse.

Bulletin Board: Check the bulletin board on the wall of the kitchen for the names and phone numbers of people to help should a problem arise during your function. Feel free to leave us a note telling us of any issues you encounter during your event.

Loading and unloading: Please do not drive or park vehicles on the paver walkways.

Pets or Animals: Pets or animals are not allowed in the Cheshire Clubhouse, with the exception of service animals.

Clubhouse Committee: If you have an issue during your event, please call a committee member listed below:

Christa Mabry	630-251-7357	
Laura Fulton	630-466-7442	630-460-0706
Sue Ochsenschlager	630-466-1034	630-707-4880
Laurie Masco	630-258-9076	

The clubhouse committee want you and your guests to enjoy the facilities. Please remember that others share the facility and your efforts to take good care of the facility and leave it in excellent condition will benefit all members. Should you have any recommendations to improve the facilities or any other comments, please contact a member of the committee.