

Valleybrook Clubhouse Rental Agreement

This rental agreement was made on _____, 20__ by and between Valleybrook Homeowner’s Association, Inc. (hereafter referred to as VBHA) and _____, homeowner of # _____ Bishops Drive (hereafter referred to as RENTER) for a fee of **One Hundred and Fifty dollars (\$150.00)**.

WITNESSED

RENTER has requested the use of certain facilities of VBHA, and VBHA is willing to grant RENTER the use of the clubhouse on _____, 20__ subject to the following terms and conditions. The rental will be for a period of **24 hours maximum**, unless otherwise noted.

FEES

1. A **One Hundred and Fifty dollar (\$150.00)** cleaning deposit, payable in cash only, is required for all clubhouse rentals.
2. The said security deposit shall be returned to the RENTER within one week of the conclusion of the rental, provided that no terms of the rental contract or cleaning checklist have been violated.
3. The security deposit shall be forfeited if there is any violation of this rental contract.
4. Notwithstanding the foregoing paragraphs One, Two and Three, RENTER shall remain fully responsible for any, and all losses and damages to the personal property, or real property of VBHA, incurred as a result of the rental.
5. Rental amount to be paid in full, prior to the rental, shall be **One Hundred and Fifty Dollars (\$150.00)**
6. Any additional charges above and beyond the value of the security deposit will be charged to the member’s account and collected as outlined in the By-Laws and Rules and Regulations of the VBHA.

RENTER Signature

Clubhouse Manager Signature

Valleybrook Clubhouse Rental Agreement Terms and Conditions

1. RENTER shall pay to VBHA a cleaning deposit of One Hundred and Fifty Dollars (\$150.00) with one-half payable at the time of reservation and the balance payable at the time of obtaining the keys for facility's usage.
2. RENTER agrees to remain on the premises for the duration of the function for which rented.
3. RENTER shall be responsible for any loss or damage to the personal or real property of VBHA incurred, as a result of RENTER'S usage.
4. RENTER shall ensure that all vehicles, including caterer's truck or any vehicle used for loading or unloading, always remains in the parking area.
5. RENTER shall ensure that all vehicles park in the designated clubhouse parking lot ONLY. If overflow parking is necessary, RENTER shall ensure that all overflow vehicles park along the clubhouse island and DO NOT park in front of residences.
6. No tape, tacks, nails, or staples may be used on clubhouse walls or ceilings when decorating by RENTER. Decorations may be placed on windows. RENTER shall not close off, cover, or decorate the two vents or intake grills located between the office and storage doors.
7. RENTER shall not have music played outside of the clubhouse. Music shall be completed by 11:30 p.m., regardless of the event.
8. RENTER shall ensure that area residents are NOT disturbed by guests or party attendees, including loud music.
9. RENTER shall not leave clubhouse doors or windows open when the heater or air conditioner is in use, or when loud music is playing.
10. RENTER is responsible to ensure that under-age drinking of alcoholic beverages is prohibited.
11. RENTER is responsible to ensure that party guests do not use parking lot for sports or any game activity after dark.
12. RENTER is responsible to ensure that party guests remain in the clubhouse for the duration of the function. The walkways, grass areas, pool and basketball court are prohibited.
13. RENTER understands that the public areas surrounding the clubhouse are NOT part of this rental agreement.

14. Storage and management office shall not be accessible by the RENTER or guests at any time.
15. The clubhouse shall be vacated no later than midnight on the day of rental.
16. Tables and chairs shall be stacked on the chair carts provided, on one side of the room. If tables and chairs are not stacked or returned to the carts, an additional \$10.00 fee will be added to the fee payable by RENTER.
17. Bathrooms shall be cleaned and free of trash following use by RENTER.
18. All kitchen facilities shall be cleaned and free of grease, dirt, or debris after use by RENTER. Refrigerator shall be emptied, and setting returned to #2 after use. All stove burners and oven control knobs will be in the "OFF" position.
19. Any trash or garbage, including (but not limited to) all decorations, along with personal equipment of RENTER shall be removed from the premises by RENTER immediately following the conclusion of the event.
20. RENTER shall turn the Clubhouse air conditioner "OFF" or set the heater thermostat down to 65degrees before vacating the premises.
21. All windows, drapes and doors shall be closed and locked, and the premises secured after use of the RENTER.
22. Keys to the Clubhouse shall be returned to the Clubhouse Manager at the time of checkout.
23. RENTER is responsible to ensure that NO SMOKING occurs in the Clubhouse or pool area during the event.
24. RENTER will be sure to return all cleaning products (brooms, mops, dustpans, cleaners, etc.) to the supply closet and in their original condition.

PAYMENT STATUS

RENTER has paid the cleaning deposit in cash on: _____(date)

Security deposit was **returned** (if applicable) on: _____(date)

Homeowner Signature of Receipt _____
 _____ (date)

Clubhouse Manager Signature Post-Inspection _____
 _____ (date)