

**The Reserve Master Association
Clubhouse Rental Agreement Form**

Owner Agreement for the Rental of The Reserve Master Association Clubhouse

Permission is hereby requested to rent the clubhouse by: For purposes of this agreement, the term “owner” refers to the owner of a residence within the Reserve Master Association.

Owner (must be on the deed of record): _____

Address: _____

Home Phone: _____ Cell Phone: _____

Type of Event (planned activity): _____

Date requested _____

Time of the Event (*includes pre/post inspections, set up, clean up*) _____

Email _____

This form is for Reserve Owners only. A separate rental form is available for renters outside of the Reserve Community. Occupancy limit: The maximum occupancy for the Clubhouse is 200

Owner(s) may not rent the facility to a third party for any event, i.e. companies, schools, church group or friends/families that are not current members of The Reserve Master. Owner(s) assume 100% responsibility for the conduct of all guests attending the event.

A walk through the site with a member of the Board of Directors or Facilities Committee will take place at the beginning time listed on the rental agreement and not before. This will take about 15 minutes. At the end of the rental period, a second walk through will be conducted to ensure the facility is in the same condition as when the rental period began. A checklist will be reviewed with the leasee at the beginning and ending of the rental and a copy will be provided to the owner within 24 hours of the rental.

Length of Rental and Size of Event

Rental Times include the initial walk through of the site, set-up, the event, clean up and post -inspection. Rentals are available from 11:00 am until 11:00 pm. Rentals that go beyond the agreed upon length and time will result in a \$25.00 fee for each 15 minutes beyond the time on this contract. The room includes the use of 66 chairs and 11(6-top) tables. It is the responsibility of the party renting the facility to set up the tables and chairs and return them to the way they were before set-up. Set up can not begin prior to the start time of the event and the pre-inspection walk-through.

Cleaning

If owners wish to do their own vacuuming, removal of the trash from the area including the trash cans, wiping down of any surface and dispose of the trash in the trash cans outside of the clubhouse, then the cleaning fee will be waived. However, if the owner choses to clean themselves and does not, this fee will be taken from the deposit. The cost of cleaning is \$525.00.

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Will the owner(s) be waiving the cleaning fee and clean the facility within the time of the rental?
Y ___ N ___

All decorations must be removed from the entire and exterior of the building prior to the post inspection. In the event that additional cleaning needs to take place, the additional charge will be taken from the deposit. All personal property should be removed following the event prior to inspection. Items left will be considered abandoned and will be disposed of by management. This includes dishes, decorations, paper products, bottles and food.

Please mark your selection. Note that there are three rental lengths to choose from. The maximum size of the event cannot exceed 200 people.

PARTIES OF UNDER 1-75 PEOPLE

4-6 hour rental \$225.00
6-8 hour rental \$250.00

PARTIES OF UNDER 126-200 PEOPLE

4 -6 hour rental \$375.00
6-8 hour rental \$400.00

PARTIES OF 76-125 People

4-6 hour rental \$275.00
6-8 hour rental \$300.00

HOA Member/Owner Rental Fees: Each reservation requires two checks; one for the security deposit and one for the clubhouse rental deposit payable at the time of the application and no later than 7 business days prior to the rental by the Owner(s). No prorated discounts are available. In order to receive a refund for a cancellation, cancellations must be made at least 7 days in advance of the date of intended use. Owner shall comply with clubhouse rules and regulations, approved by the board of directors, as of August 20, 2020. **Make checks out to Reserve Master Association.**

The total cost of the rental is _____

Is the cleaning fee being waived by the owner? _____

If so, then if cleaning is not done, the owner will be responsible for the cleaning fee which will be taken from the deposit.

Rental Fee Paid: Date _____ Check# _____ Amt Paid: _____
Deposit Paid: Date _____ Check# _____ Amt Paid: \$750.00

To be completed after the event by the post inspector:

Additional Charges Assessed: YES NO

If yes, please describe: _____

Please mail or email this form to the Managing Agent at: 757-565-6200

Jim Seal

Town Management
4801 Courthouse St, Suite 202
Williamsburg, 23188

or

Town Management
P.O. Box 5010 Williamsburg, VA 23188

jim@townmanagement.net or admin@townmanagement.net

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In order to maintain the beauty of our club house for the use of our owners, there are some items which are prohibited within the club house and documented in the Clubhouse Rules and Regulations.

Prohibited Items:

- Animals
- No cooking equipment of any kind and open flames like BBQ and fire pits
- Music that is able to be heard by the nearby residents
- Dry ice, birdseed, loose glitter, and confetti, paint , silly string or sparklers
- Playing ball, running, skateboarding inside the clubhouse, fog machines, smoking and vaping
- Wet clothing

Expectations:

- Should the owner hire a vendor for the party such as a caterer, the owner shall request a certificate of liability insurance and provide it to the HOA Managing Agent prior to the vendor being approved.
- The swimming pool and spa area is separate from the clubhouse and may not be rented. There should be no guest traffic on pool decks. The fitness room is also not part of the rental agreement.
- Owner(s) MUST abide by all ABC alcohol laws in the State of Virginia.
- Owner will adhere to the items on the pre and post inspection sheet provided during the pre-inspection.
- The Clubhouse furniture shall be replaced in the original location at the end of the function and be in the original condition.
 - The cleaning shall include, but not limited to vacuuming, sweeping, damp mopping the floor as needed, and wiping down the counter tops, tables and chairs. Remove all food and personal items from refrigerator/freezer. The Owner(s) will also be responsible for placing all trash in the containers outside.
- Attendees should park in designated parking spaces only and not on the grass, walk- ways or near fire hydrants. Parking is also permitted along the North side of Reserve Way. Parking is not allowed in front of any owners' lot.
- If the clubhouse is not cleaned a service will be hired and the invoice amount will be deducted from the deposit. In the event the cleaning charges exceed the deposit the Lessee/ Owner(s) agrees to pay the invoice for the remaining balance in full within 30 days. The owner shall pay a deposit to the Reserve Master Association in the sum of \$750.00, which will be held and applied against the cost of any damages whatsoever to the facilities during the term of this Agreement. This deposit shall be refunded in full to you within five business days after the expiration of the Agreement if no damage has been done nor any cleaning remains to be done to the facilities.

The Lessee(s) agrees to indemnify & hold harmless the Association and its homeowners for any and all injuries to either person or property, suffered by the lessee or the guests and invitees which arise from or are in any way related to the above activity, rental or use of the clubhouse.

*The Owner(s) acknowledges that they have read and understand the **Reserve Club House Guidelines** and this rental agreement and agrees to abide by all of the stated conditions within them as a condition to renting the clubhouse:*

Owner(s) acknowledgement:

Name: _____

Signature: _____ Date: _____

HOA/Management Representative:

Name: _____ Date _____

Signature: _____ Date: _____