

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

Owner / Non Profit 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 lessee refers to the owner of a residence within the Reserve Master Association or a non-profit organization.

Owner/ Non-Profit (must be on the deed of record) _____

Address: _____

Home Phone: _____ Cell Phone: _____

Type of Event (planned activity): _____

Date requested _____

The Number of People Attending _____

Are you hiring a vendor (caterer, DJ, decorator) for the event? _____ If yes, please provide the name and contact information.

_____ If yes, you may be asked to submit a Certificate of Liability from the vendor.

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

Email _____ **This form is for Reserve Owners and Non- profit organizations. A separate rental form is available for renters outside of the Reserve Community.**

Occupancy limit: The maximum occupancy for rentals is 125. Lessees 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. The Lessee assumes 100% responsibility for the conduct of all guests attending the event. **If a lessee rents the clubhouse for or to a third party, they will forfeit their security deposit.**

Rental Inspections

A walk through the site with a member of the Board of Directors or Rental Team 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 lease at the beginning and ending of the rental and a copy will be provided to the owner within 48 hours of the rental. **The volunteer assigned to help during your rental will check in to see how things are going and to answer any questions during your rental period.**

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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 9:00 am until 11:00 pm. This includes the clean-up and post inspections. Therefore, your event should end in time so that you do not go beyond your rental time. **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. Set-up cannot begin prior to the start time of the event and the pre-inspection walk-through. **Guests should not still be in the clubhouse while the final inspection is taking place.**

Cleaning-Up Post Event

If a lessee wishes to do their own vacuuming, removal of the trash from the area including the trash cans, vacuuming, wiping down of any surface, disposal of the trash in the trash cans outside of the clubhouse or take the trash with them if the cans are full and returning any moved furniture to its original location, then the cleaning fee will be waived. However, if the owner chooses to clean themselves and does not, this fee will be taken from the deposit. The cost of cleaning is \$525.00. A set-up fee is included in the price of the rental for \$25.00. This fee includes checking the restrooms, and other rented areas, vacuuming the banquet room and any other areas as needed, setting up the chairs and tables. _____ initial

Clubhouse Use and Rental Space Restrictions

The person completing this rental agreement must inform those who are decorating/caterer for the event of the restrictions including the areas of the clubhouse that are not to be used and the items not allowed in the clubhouse. All decorations must be removed from the interior 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 security 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, etc. Trash must also be collected and removed from the interior of the clubhouse. This includes the restrooms, the bar area, the Great Room and the Banquet Room. The rental is for the Foyer, the coat closet, the restrooms, billiard room, room adjacent to the banquet room and the bar area only. The fitness and aerobics room, storage closets, closets and pool deck, pool and hot tub are not part of the rental and are not to be used. The furniture on the pool deck is also not to be used or moved. **Use of parts of the building not part of this agreement will result in a deduction in your deposit and/or forfeiting the deposit.** _____ initial

Owner and Non-Profit Rental Agreement Costs

Please mark your selection. Note that there are three rental lengths to choose from. The maximum size of the event cannot exceed 125 people. There is seating for 66 in the banquet room and about another 20 in the great room. There is an 8 hour maximum on all rentals.

4 Hour Rental \$ 175.00 plus \$25.00 set- up fee for a total of \$200.00

6 Hour Rental \$ 225.00 plus \$25.00 set-up fee for a total of \$250.00

8 Hour Rental \$ 275.00 plus \$25.00 set up fee for a total of \$300.00

Lessee Rental Fees: Each reservation requires two checks; one for the security deposit and one for the clubhouse rental payable at the time of the application and no later than 7 business days prior to the rental by the lease. 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. Lessee 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.**

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The total cost of the rental is _____

I am waiving the cleaning fee and will vacuum, wipe down tables, remove trash, move furniture back to its original location _____

If cleaning is not done after the rental then the lessee will be responsible for the cleaning fee which will be taken from the deposit.

Rental Fee Paid: Date _____ Check# _____ Amt Paid: _____

Security 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 or attach : _____

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

Danielle Cooke

Town Management

or

Town Management

1166 Jamestown Road Suite B

P.O. Box 5010 Williamsburg, VA 23188

Williamsburg, 23185

(Mailing Address)

(Physical Address)

danielle@townmanagement.net. or admin@townmanagement.net

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:

- 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 (**balloons must be weighted down**), **playing ball, running, skateboarding, fog machines, smoking or vaping**
- Wet clothing, water balloons or animals

Expectations:

- Should the lessee hire a vendor for the party such as a caterer, DJ or decorator, the lessee 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. No pool furniture may be used. The fitness and aerobic rooms as well as all closets and storage areas are not to be used. These areas are not part of the rental agreement. **The hallway from the side door to the clubhouse may not be blocked as this area remains open to residents to use the fitness, aerobics rooms and restrooms. The fitness and aerobics rooms are not part of the rental agreement.** It is also a fire escape hallway for this portion of the clubhouse. _____ initial
- **The Great Room furniture is not to be moved to other rooms in the clubhouse. This includes the larger pieces like the sofas, large tables and coffee tables, lamps and décor. If the accent chairs and side tables are moved they must be returned to their original location. It may be helpful to take a photograph of the room before decorating for your event.**
- Lessee MUST abide by all ABC alcohol laws in the State of Virginia.
- Lessee will adhere to the items on the pre and post inspection sheet provided during the pre-inspection.
- The Clubhouse Cleaning
 - 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 lessee will also be responsible for placing all trash in the

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containers outside or take the trash with them if the cans are full. This includes the trash from both restrooms, the Great Room, bar area and the banquet room.

- 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 agrees to pay the invoice for the remaining balance in full within 30 days.
- The lessee shall pay a security 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.
- **Use of areas beyond the Great Room, Foyer/Reception Area, the Banquet Room and the two adjacent rooms to the banquet room will result in additional fees and will be taken out of your deposit.**
- **Note: The fitness and aerobic rooms, the closets, with the exception of the coat closet, and storage areas as well as the pool and pool deck and furniture are not part of the rental.**

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 lessee 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: _____