The Reserve Master Association
Clubhouse Rental Agreement Form
100 Christopher Lane Williamsburg, VA

Office Use Only
Received by _____
Date _____
Checks Received YES/ NO
Date Homeowners Insurance
Event Insurance Received____
Confirmation Sent _____

Non-Resident Agreement

Rental of The Reserve Master Association Clubhouse

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

Address: _____

Home Phone: _____ Cell Phone: _____

Type of Event (planned activity): _____

Date requested_____ Number of People Attending (to not exceed 75)_____

Will you be serving alcohol?_____

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(s).

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

Email _____

This form is for renters outside of the Reserve Community.

Occupancy limit: The maximum occupancy for rentals is 75. 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 entire security deposit.**

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Rental Inspections

A walk through the site with a Representative for 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 .**The Representative assigned to help during your rental may check in to see how things are going and to answer any questions during your rental period.** 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 10:00 pm.

Length of Rental and Size of Event

Rentals that go beyond the agreed upon length stated on the contract whether due to the amount of time to take the inspection or the party is still cleaning up forcing the post inspection to take longer 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 may not still be in the clubhouse while the final inspection is taking place. If the are there, they will be asked to leave the interior of the venue.**

Cleaning-Up Post Event

Lessees must removal of the trash from the area including the trash cans, vacuuming, wiping down of any surface, returning any chairs or side tables to their original positions, disposal of the trash from all trash cans including the rest rooms must be taken with the renter. Trash bags found in the clubhouse or the trash cans outside the clubhouse will incur a fee of $15.00 per trash bag to be taken from the deposit to cover the cost of removal. The cost of cleaning the clubhouse is $525.00 if the clubhouse has not been cleaned up with the above mentioned items being taken care of. 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/caterering 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 or forfeiture the deposit. _____initial**

Owner and Non-Profit Rental Agreement Costs

Please mark your selection. Note that there are three rental lengths to choose from.

4 Hour Rental $ 450.00 ☐

6 Hour Rental $ 650.00 ☐

8 Hour Rental $ 850.00 ☐

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The total cost of the rental is _____ .
Rental Fee Paid: Date_____Check# _____Amt Paid:_____
Security Deposit Paid: Date _____ Check# _____ Amt Paid: $750.00

Deposit checks will be held and not deposited into our account. If the rental is more than six months from the date of the check, a new check may be required for your deposit, We will return your your deposit check or portion of it following the inspection of the venue within five business days.

If the clubhouse is not returned to its original state or cleaning has not taken place, the cost of the cleaning will be deducted from the deposit.

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 *the Clubhouse Rules and Regulations outlined in this contract.* **Make checks out to Reserve Master Association.**

Please mail to:
Reserve At Williamsburg
Rental Team
P. O. Box 775
Williamsburg, VA 23187

For questions please email: reserverentals@yahoo.com

Do not mail to the Clubhouse. There is no mail accepted at 100 Christopher Lane, Williamsburg

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Insurance Requirement:
If an outside vendor is being used (DJ, Caterer, decorator, party planner), then a certificate of liability is required no later than 7 days before the rental. **All renters are requested to provide a certificate of liability or day of the event insurance certificate 14 days prior to the rental. _____initial**

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**
- **No glitter on any surface, inside of any balloons and no confetti on any surface or in balloons.**
- Wet clothing, water balloons or animals
- No Live Bands are allowed

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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 14 days prior to the rental
- **It may be helpful to take a photograph of the room before decorating for your event to ensure items are returned to their original location.**
- 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 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. If a cleaning service is required, the amount will be deducted from the deposit. Cleaning stains not pointed out in the walk through my incur a fee of $60.00 per spot.
- 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.
- **The Great Room furniture may not be moved to other areas in the clubhouse. Sofas, coffee tables, chests, large sofat tables, lamps and décor shall not be moved. Side chairs are the only exception. All furniture must be placed in the original location at the end of the function and in original condition. Moving the items above will result in a charge against the deposit.**
  _____ initial

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.
*Owners and renters in the Reserve 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:*

Please note that your date in not confirmed until the completed application, deposit and rental checks are received and you have received written confirmation that your application has been approved.

Name: _____

Signature: _____ Date: _____

Rental Team Representative Approval

Name: _____ Date _____

Signature: _____ Date: _____