

the Edgehill Association, Inc
700 Cockletown Road
PO Box 1528
Yorktown, VA 23692-1528



EDGEHILL ASSOCIATION COMMUNITY CENTER RENTAL CONTRACT

Parties less than 100 people

Rentals are subject to approval by the Edgehill Association Board of Directors and/or its designated Rental Agent. **Roxanne Lord - 757-890-9432**

2. Rental Fees per Day (a rental day is approximately 24 hrs from receipt of entrance key):

Association Member (FOR NON-PROFIT ACTIVITIES) \$350.00

This rate is only available for events personally hosted by members – e.g., a party for direct family member. Deposit and rental fees are paid for by the member.

Member Sponsored, non-family rate \$600.00

This rate is available for members to sponsor a non-family member hosting a party – member must be present at all times. Deposit and rental fees may be paid by someone other than member.

Non-Association Member, Clubs/Organizations \$900.00

Additional day rental (1 additional day maximum)	\$ 50.00 - \$ 250.00
Rental Security Deposit (Members)	\$100.00
Rental Security Deposit (Non-Members)	\$200.00
Additional Utility Charge (May15 – Sept 30)	\$50.00

3. The rental security deposit and rental fee must be paid prior to receiving the Community Center keys from the Rental Agent:

- A. All rental agreements must be confirmed in writing as the Community Center is available on a first come basis. Verbal agreements do not constitute a rental agreement.
- B. The rental **security deposit** is due at time of the signing of the rental agreement.
- C. The **rental fee** is **due one week prior** to receipt of the Community Center keys from the Rental Agent.
- D. **Rental Cancellation Fees** – notification to the Rental Agent **fourteen days (or less)** before the date for which the Center is to be rented, will result in a forfeiture of 50 % of the rental security deposit. Cancellation after the security deposit has been processed (and up to 14 days prior to the event) will result in a \$25.00 service charge.
- E. Checks/money orders are to be made payable to the **“Edgehill Association, Inc”**. There is a \$35.00 fee for checks/money orders returned by our bank for **ANY** reason. The renter is also to be responsible for paying to the Association any bank charges incurred as the result of a returned item.

F. All rental deposits will be placed in the Association banking account - no checks may be held.

4. Community Center keys must be returned to the Rental Agent within twenty-four (24) hours after the rental function is completed. The keys may be left at a location mutually agreed upon at the time the entrance keys are initially given to the renter.
5. The rental security deposit will be returned to the renter within fourteen (14) days after the final inspection of the Center by the Rental Agent. Failure to comply with the terms and conditions of the rental agreement, our rental policy and/or the Rental Checklist will result in a forfeiture of a minimum of fifty (50%) percent of the rental security deposit and/or full payment of the actual costs of damages incurred, as determined by the Rental Agent. Any disagreement between the Rental Agent and the renter shall be resolved by the Edgehill Association Board of Directors at its next regularly scheduled Meeting.
6. Rental Terms and Conditions: An Edgehill Association Community Rental Agreement Contract must be signed by an Adult (21 years of age or older) who thereby accepts responsibility for adherence to the following conditions at, during and immediately following the function for which the facility is rented:
 - A. There will be one adult (21 years of age or older) chaperone for each group of 10 attendees who are under 21 years of age. Parties for teenagers must provide a parking lot chaperone. Party goers are not allowed to "roam the neighborhood".
 - B. A renter who possesses, stores, displays, consumes, and/or distributes (with or without a charge) alcoholic beverages must have an approved "**STATE OF VIRGINIA, ABC BANQUET LICENSE**" prior to receipt of the Community Center entrance keys. This license may be obtained on line:
<http://www.abc.state.va.us/enforce/banquet.htm>
 - C. There will be no consumption of alcoholic beverages by legally under-aged persons.
 - D. There will be no possession of weapons nor sale or use of illegal controlled substances.
 - E. The person signing this contract must be present at the planned function and will be held responsible for all aspects of the rental agreement. **If member level rental fees are paid only the member may receive the key and they must be present at the event.**
 - F. Community Center rentals do not include the use of the Community Swimming Pool.
 - G. Telephones are provided as a courtesy and excessive phone charges will be the responsibility of the renter.
 - H. Failure to return the thermostats to the predetermined off peak settings will result in forfeit of the Rental Security Deposit. (**80 degrees in summer, 60 degrees in winter**)

- i. Noise levels must be kept within county regulations: Noise must not be audible greater than 50 feet from the building. **Do not use the parking lot door or open the windows on the parking lot side during your event. The neighbors will call the police for noise.**
- j. No event signs may be attached to Edgehill signs, balloons may be attached to the signs, but must be removed after the event.

I CERTIFY THAT THE RULES AND CONDITIONS OF THIS RENTAL CONTRACT HAVE BEEN DISCUSSED WITH THE UNDERSIGNED RENTER.

RENTAL AGENT

DATE

I, THE UNDERSIGNED RENTER (SO CALLED HEREINAFTER, EVEN IF MORE THAN ONE), VERIFY THAT I HAVE READ, UNDERSTAND AND AGREE TO ABIDE BY THE TERMS AND CONDITIONS STATED IN THE EDGEHILL ASSOCIATIONS COMMUNITY CENTER RENTAL CONTRACT. I HEREBY ACCEPT THE RENTED FACILITY IN THE CONDITION AS FOUND, AND AGREE TO MAKE NO CLAIM AGAINST THE EDGEHILL ASSOCIATION ON ACCOUNT OF INJURY OR FROM CONDITION OF THE FACILITY WHETHER PATENT (OBVIOUS) OR LATENT (NOT OBVIOUS). THE RENTER AGREES FURTHER TO HOLD THE EDGEHILL ASSOCIATION HARMLESS FROM ANY SUCH CLAIM OF OR ON BEHALF OF ANY PERSON WHOMSOEVER OTHER THAN THE RENTER RESULTING FROM ANY SUCH CONDITION OCCURRING WHILE THE RENTER IS IN USE OF THE FACILITY AND GROUNDS.

RENTER

DATE

RENTAL AND CONTACT INFORMATION:

RENTAL DATE(s) _____ **TIME** _____ **PURPOSE OF RENTAL** _____

ESTIMATED # OF PERSONS _____

RENTER'S NAME _____

MAILING/STREET ADDRESS _____

CITY _____ **STATE** _____ **ZIP** _____

HOME PHONE _____ **BUSINESS PHONE** _____

CELL PHONE _____

EMAIL ADDRESS _____

Will the Renter possess, store, display, consume and/or distribute alcoholic beverages in conjunction with this rental? YES _____ NO _____
ABC Banquet License Needed? YES _____ NO _____

Does Renter want cleaning services? (\$100.00 customary fee) YES _____ NO _____
(Service includes vacuuming floors, mopping kitchen and restroom floors, and cleaning restrooms)

Amount of Deposit \$ _____ Date Deposit Received _____ Check # _____

Amount of Rent \$ _____ Date Rent Received _____ Check # _____

Date Key Issued _____ Date Key Returned _____

Deposit Refunded _____ Association Check # _____

Date of Community Center Inspection by Rental Agent _____

Additional Terms of Contract: _____

Inspection Remarks: _____

EDGEHILL ASSOCIATION RENTAL CHECKLIST

1. The Edgehill Community Center is a non-smoking facility.
2. If hot water is needed, turn on the electric timer switch which is located in the kitchen next to the refrigerator.
3. Renter shall not duplicate the entrance keys.
4. The fire extinguishers are located in the kitchen (on the cabinet inside the main door) and 2 additional extinguishers are on the main floor.
5. The fireplace is ornamental only and is not for use to burn wood or any other material. Candles only may be used in the fireplace. No open flames, including unprotected candles, are allowed anywhere else in the building including the windows—due to restrictions offered in Fire Department Codes.
6. Return all chairs to their storage area, 15 -18 tables are to be left set-up adjacent to the outer walls. All other tables are to be returned to the closet.
7. Use only those nails and hooks already in place. Do not make new holes without prior approval of the rental agent. (no tacks, staples, nails, etc.) Remove all decorations and props including items used to attach them (string, command strips, etc.).
Remove balloons from Edgehill signs - if used.
8. Remove all of renter's food, beverage, serving items, etc. from the refrigerator, kitchen and social hall. Check front coatroom for any items belonging to your party.
9. Wash and dry all kitchen items and return them to their proper storage cabinets.
10. Place all trash and liter in sealed plastic bags and deposit in the dumpster located in the parking lot.
11. Ensure that the stoves and ovens are turned off. Check the sinks in the kitchen and restrooms to insure that the water is turned off.
12. Vacuum all carpeted areas. Sweep and mop kitchen and restrooms floors. Vacuums Cleaners are stored in the table room. Spot clean wooden dance floor, **do not mop**.
13. Return thermostats back to their off-peak use settings (60° winter, 80° summer).
14. Return key to rental agent or ensure that it is placed in the pre-designated area (chopping block).
(Loss of key may result in a forfeiture of the rental deposit, to replace the locks)
15. We remind you that the kitchen is not designed as a commercial or industrial kitchen.
16. Failure to abide by the facility checklist, damage to the facility and any property owned by the Edgehill Association, or removal of Edgehill property from the premises shall result in forfeiture of the rental deposit. Excessive stains on the carpet will result in a cleaning fee. If the damage or items removed are valued at more than the rental deposit, the renter shall also be liable for costs that exceed the amount of the rental deposit.

Date _____ Reviewed by Renter _____