

**VILLAGE IV ORGANIZATION
PARTY ROOM RENTAL AGREEMENT**

GENERAL RESERVATION

Homeowner's Name: _____ Home Phone: () _____
Address: _____ Work Phone: () _____
Account Number: _____
Party Day & Date: _____ Expected Attendance: _____
Set-Up (Arrival) Time: _____ Party Start Time: _____
Type of Party: _____ Party End Time: _____

Rental Agreement

By signing this Rental Agreement, I confirm that I have read, fully understand, and agree to abide by all of the Village IV Organization's Conditions, Rules and Regulations as set forth in the 5 pages of this Rental Agreement which has been given to me and is in my possession. I further confirm by my signing this Rental Agreement that I will be present at all times during the function. I also understand that no release or refund of security will be made until such time as housekeeping / maintenance approves the condition cleanliness of the party room. **This agreement is null and void unless signed by both the Primary Member & Village IV Management.**

Member's Signature: _____ Date: _____

Village IV Management Signature: _____ Date: _____

\$ 50 **Booking Fee** Check #: _____ Date Deposited: _____

\$175 **Party Rental** Deposit Check #: _____ Date Deposited: _____

\$225 **Security** Deposit Check #: _____ Date Deposited: _____

OFFICE USE ONLY

Host Arrival Time: _____ Host Signature: _____ Staff Initials: _____

Host Sign Out Time: _____ Host Signature: _____ Staff Initials: _____

Staff Estimated Attendance: _____

Calculations

Credits: Total Deposit Check Credit(s): \$ _____

Debits: Total Rental Hours _____ @ \$30.00/hr. \$ (_____)

Total Rental Hours _____ @ \$40.00/hr. \$ (_____)
(after normal clubhouse hours)

Other Charges: _____

Total of all Charges: \$ (_____)

Net Refund Due to Homeowner: \$ _____

Amount Due to Village IV: \$ _____

Date sent to Homeowner: _____