



**Clubhouse Reservation Request & Rental Agreement**

**Event Information:**

Date of Event: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_  
(No more than 5 hours total between 9:00a.m. and 11:00 p.m.)

Type of Event: \_\_\_\_\_ # of Guests: \_\_\_\_\_ (limit is 75)

Will Alcohol Be Served \_\_\_ Yes \_\_\_ No If 'Yes', ABC Banquet License required and must be submitted  
at least one day prior to event. License Provided: \_\_\_\_\_

Resident Name(s): \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Address: \_\_\_\_\_

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**Event Fees:**

Rental Fee: Resident \$30/hour up to 5 hours Resident refundable security deposit: \$150.00  
Non-Resident: \$280.00 for up to 5 hours Non-resident refundable security deposit: \$250.00

The above fees include the use of the Clubhouse building and outside terrace. Please see attached list of Rental Policies and Procedures.

Rental Fee & Security Fee Due at Time of Reservation (2 checks)

\$ \_\_\_\_\_ Received \_\_\_\_\_ Check# \_\_\_\_\_

\$ \_\_\_\_\_ Received \_\_\_\_\_ Check# \_\_\_\_\_

Make Checks Payable to and mail to:

Villas at Dogwood Owners Association  
UPA  
4870 Sadler Road, Suite 300  
Glen Allen, VA 23060

## **Clubhouse Rental Policies & Procedures:**

1. **SET-UP & CLEAN-UP.** Immediately following the rental, the Lessee shall clean and return the Clubhouse to the condition that it was in immediately prior to the rental. All trash must be placed in the Clubhouse trash cans outside. All lights are to be turned off and all doors locked. If furniture is moved, it must be returned to its original location. Pictures or other items on the walls cannot be moved for any reason. **Items cannot be taped, tacked or nailed to the walls, woodwork, doors, etc. No staple guns, hot glue guns, nails, thumb tacks, confetti or glitter are to be used to decorate the Clubhouse.** Use of any of these prohibited items or methods may result in the forfeiture of some or all of the Security Deposit. Any rental furniture/equipment or furniture/equipment used by a caterer or DJ may not be placed until one hour prior to the event and must be removed at the end of the event. Lessee must be available at the Clubhouse for both delivery and pick-up of the furniture/equipment.

2. **POST-EVENT INSPECTION.** There will be a post-event inspection after the event and any deficiencies will be noted and reported to the Lessee. The security deposit will be returned within 7 days after the inspection if there are no deficiencies.

3. **CLEANING & PAPER SUPPLIES.** Supplies located in the Clubhouse are NOT to be used for private party rentals, with the exception of toilet tissue, hand towels and tissues in the restrooms and the vacuum cleaner. All other cleaning supplies, cleaning tools, plates, cups, utensils, etc. must be provided by the Lessee.

4. **ALCOHOL USE.** If alcohol is to be served at the event, an ABC Banquet License must be obtained by the Lessee and should be provided to the Association at the time the rental fee is submitted, but must be submitted no later than the day of the event, prior to the event. The license must be posted at the event at all times and all conditions of the license must be met and adhered to. Applications may be obtained at <http://www.abc.state.va.us/enforce/forms/banquet.pdf> or by calling 804-213-4624.

5. **HOLD HARMLESS PROVISION.** Lessee shall hold the Members, Officers and Directors of the Association harmless from any and all damages and/or liability, which may result from the conduct and/or activities of the Lessee and/or the Lessee's agents, servants, and guests. This hold-harmless provision shall include, but not be limited to, injuries, which are related to personal bodily injury and/or property damage. Lessee agrees to assume all risk for any materials, goods, equipment, etc. placed in the Clubhouse during the entire time said materials, goods, equipment, etc. are in the Clubhouse.

6. **DAMAGES.** Lessee is responsible for any loss or damage to the Clubhouse or other Association property that occurs during the rental of the Clubhouse. The cost of repair or replacement of any such loss or damage shall be deducted from the Security Deposit. Lessee shall be responsible for reimbursement of any cost of repair or replacement of any such loss or damage, the cost of door lock replacement and/or additional cleanup cost incurred by the Association, which separately or collectively exceeds the amount of the Security Deposit and Cleaning Fee. In addition to all other remedies available to the Association, if prompt reimbursement is not made to the Association for any costs incurred for repair, replacement and/or cleanup, Lessee's right to future rentals will be suspended or terminated at the option of the Association.

**Clubhouse Rental Agreement - Clean-Up Checklist**

**Lessee Name:** \_\_\_\_\_

**Date / Time of Event:** \_\_\_\_\_

**Lessee Inspector:** \_\_\_\_\_

- All trash inside and outside has been picked up and placed in tied bags and deposited in the Clubhouse trashcan outside.
- All cigarette butts have been removed from the exterior receptacle, placed in a tied bag and deposited in the Clubhouse super cans.
- All furniture has been returned to its original position/configuration including tables, chairs, couches, etc.
- All countertops and cabinets have been wiped down and are clean.
- All floors have been swept and/or vacuumed.
- Bathrooms have been checked, trash removed and any incidental items removed.
- All tables and chairs have been wiped down and are clean (this includes outdoor tables and chairs if used).
- All food removed from refrigerator, cabinets, etc.
- All appliances including the refrigerator, oven, microwave and dishwasher have been wiped down, cleaned and emptied.
- All lights are turned off.
- All rental furniture/equipment has been picked up.
- All doors have been locked (if unlocked) & checklist has been left in the Clubhouse for the inspector's use.

I hereby certify that all items have been completed per the above checklist and there are no damages resulting from my event and I request that my deposit be refunded in full.

Lessee's Signature / Date: \_\_\_\_\_

Date Inspected: \_\_\_\_\_ Inspector's Signature: \_\_\_\_\_

Deficiencies Noted: \_\_\_\_\_

Security Deposit to be Refunded in Full:

OR

Recommended Security Deposit Deduction: \_\_\_\_\_

**SIMULTANEOUS USE.** Clubhouse facilities such as the Fitness Room, Office or Restrooms may be used during the time of the rental and are not for the exclusive use of the Lessee and his or her guests.

**This Agreement has been read and agreed to by all Parties who affix their signatures below:**

**LESSEE**

Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

**DOGWOOD VILLAS OWNERS ASSOCIATION, INC.**

Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_