

# Hills Quarter Community Association, Inc.

## Community Center Rental Agreement

### Event Information:

Date of Event: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Type of Event: \_\_\_\_\_ # of Guests: \_\_\_\_\_

Will Alcohol Be Served?  Yes  No If 'Yes', ABC Banquet License required and must be submitted at least one day prior to the event. [www.abc.virginia.gov](http://www.abc.virginia.gov) License Provided: \_\_\_\_\_

Renter/Organization Name\*\*: \_\_\_\_\_

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

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

**\*\* ALL RESERVATIONS MUST BE BY A HILLS QUARTER OWNER OR SPONSORED BY A HILLS QUARTER RESIDENT/ OWNER AND SPONSOR MUST BE PRESENT FOR THE DURATION OF THE EVENT**

Sponsor Resident Name: \_\_\_\_\_

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

Sponsor Phone/E-Mail: \_\_\_\_\_

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### Event Fees:

Resident:	\$62.50/hour	Sponsored Renter/Organization:	\$125/hour
Non-Refundable Cleaning Fee:	\$150.00	Refundable* Security Deposit:	\$150.00 *if no damages or rule violations

The above fees include the use of the Community Center building only, tables and chairs for the event and routine cleaning after the event. Fees DO NOT include use of the pool or pool area, tennis court, stain removal, damages or trash removal. Please see the attached list of rental policies and procedures.

Total Fee for this Event: \_\_\_\_\_

Checks made payable to: Hills Quarter Community Association, Inc.

50% Required at Time of Reservation: \_\_\_\_\_ Received: \_\_\_\_\_

Security Deposit Due at Reservation: \_\_\_\_\_ Received: \_\_\_\_\_

50% Required no later than 7 days before the Event: \_\_\_\_\_ Received: \_\_\_\_\_

**Agreement & Checks – One (1) for rental & cleaning fees and one (1) for security deposit should be mailed to: 4870 Sadler Road, Suite 300, Glen Allen, VA 23060**

## Hills Quarter Community Center Rental Policies & Procedures:

1. **HOLIDAYS:** If the Association has not reserved the Community Center for a member event within 30 days of a major holiday, the Community Center may be rented by individual residents/owners. Major holidays include Easter Sunday, Memorial Day, July 4<sup>th</sup>, Labor Day, Thanksgiving, Christmas Eve, Christmas Day and New Year's Eve.
2. **SET-UP & CLEAN-UP.** One hour prior to the event for set-up and one hour after the event for clean-up are included at no charge in each rental. Additional time for set-up or clean-up will incur the hourly rental fee(s). **IMMEDIATELY FOLLOWING THE RENTAL, THE LESSEE SHALL CLEAN AND RETURN THE COMMUNITY CENTER TO THE CONDITION THAT IT WAS IN IMMEDIATELY PRIOR TO THE RENTAL.** All trash must be placed in the Community Center 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 removed 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 Community Center.** 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 unless prior arrangements are made, i.e. pick-up by the rental company the following morning. If picked up the following morning, all furniture/equipment must be stacked neatly out of the way immediately following the event so as not to interfere with normal Community Center operation. Lessee must be available at the Community Center for both delivery and pick-up of the furniture/equipment.
3. **DOORS.** At NO time may any of the exterior doors of the center be propped in an open position. Failure to abide by this rule will result in immediate forfeiture of one half (½) of the security deposit.
4. **CLEANING CHECKLIST.** The attached checklist must be completed at the end of the rental and placed on the counter in the kitchen of the Community Center.
5. **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.
6. **CLEANING & PAPER SUPPLIES.** Supplies located in the Community Center are NOT to be used for private party rentals, with the exception of toilet tissue, hand towels and tissues in the restrooms. All cleaning supplies, cleaning tools, plates, cups, utensils, etc. must be provided by the Lessee.
7. **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.
8. **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 incur 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 Community Center during the entire time said materials, goods, equipment, etc. are in the Community Center.

9. **DAMAGES.** Lessee is responsible for any loss or damage to the Community Center or other Association property that occurs during the rental of the Community Center. 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.

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

**LESSEE** \_\_\_\_\_  
(Print Name)  
  
\_\_\_\_\_  
(Signature)

Date: \_\_\_\_\_, 20\_\_

**SPONSORING RESIDENT:**

By: \_\_\_\_\_  
(Print Name)  
  
\_\_\_\_\_  
(Signature)

Date \_\_\_\_\_, 20\_\_

**HILLS QUARTER COMMUNITY ASSOCIATION INC.**

By: \_\_\_\_\_  
(Print Name)  
  
\_\_\_\_\_  
(Signature)

Date: \_\_\_\_\_, 20\_\_

**Hills Quarter Community Center Rental Agreement -  
Clean-Up Checklist**

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

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

- | <b>Lessee</b>            | <b>Inspector</b>         |   |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | All trash inside and outside has been picked up and placed in tied bags and deposited in the large trashcans in the parking lot   |
| <input type="checkbox"/> | <input type="checkbox"/> | All furniture has been returned to its original position/configuration including tables, chairs, couches, etc. This includes returning tables and chairs to the storage room & storage closet as they were found. |
| <input type="checkbox"/> | <input type="checkbox"/> | All countertops have been wiped down and are clean.   |
| <input type="checkbox"/> | <input type="checkbox"/> | All floors have been cleared of large/visible debris.   |
| <input type="checkbox"/> | <input type="checkbox"/> | Bathrooms have been checked, trash removed and any incidental items removed.  |
| <input type="checkbox"/> | <input type="checkbox"/> | All food removed from refrigerator, cabinets, etc.  |
| <input type="checkbox"/> | <input type="checkbox"/> | All appliances including the refrigerator, oven and microwave have been wiped down, cleaned and emptied.  |
| <input type="checkbox"/> | <input type="checkbox"/> | All lights are turned off.  |
| <input type="checkbox"/> | <input type="checkbox"/> | All rental furniture/equipment has been picked up.  |
| <input type="checkbox"/> | <input type="checkbox"/> | If changed, all thermostats have been returned to their original settings (68° in Fall/Winter, 74° in Spring/Summer).   |
| <input type="checkbox"/> | <input type="checkbox"/> | All doors have been locked (if unlocked) & the completed checklist has been left in the kitchen.  |

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

**Lessee's Signature:** \_\_\_\_\_

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