



WALTON PARK COMMUNITY ASSOCIATION, INC. (WPCA)
CLUBHOUSE RENTAL AGREEMENT & RULES

1. The use of the Clubhouse facilities shall be restricted to the space designated in this Rental Agreement. This will include the entirety of the interior of the Clubhouse, awning area located outside the rear door of the Clubhouse (when available), and brick patio area located outside the side door of the Clubhouse. If other areas would like to be utilized, the Lessee must obtain written permission from the WPCA's Clubhouse Manager.
2. The rental time includes set up and clean up time. The Lessee will not have access to the Clubhouse until the rental agreement time and must be out of the Clubhouse, including the clean-up of personal items and decorations, by the agreed upon end time of the rental.
3. Evening rentals must be concluded by 11:00 p.m. Failure to do so may cause a \$15.00 per 15 minutes to be deducted from the security deposit.
4. Payment of rental, including cleaning fee, must be finalized with the WPCA Clubhouse Manager seven (7) days prior to the rental date.
5. Access to the Clubhouse will be obtained from WPCA's Clubhouse Manager before the date of rental once final payment is received. The WPCA's Clubhouse Manager can be reached at 804-664-7687.
6. It is the Lessee's obligation to be present during the rental time. The Lessee is responsible for the conduct of their guests during the rental.
7. All activities are to be confined to the clubhouse unless otherwise agreed upon. Inside or outside activities must not be of a nature to disturb other residents.
8. For Rentals occurring October - April: The tables and chairs located in the awning area located outside the rear door of the Clubhouse is available as part of the rental if requested in advance. Renters and guests are not allowed to go beyond the chain barrier or past the columns of the covered awning. **Violation of this rule will result in the forfeiture of deposit.**
9. Minors shall not be allowed to use the Clubhouse without an adult present. No minor may sign the Rental Agreement or be considered a Lessee.
10. Under no circumstances are pets of any kind allowed inside the Clubhouse.

11. The Clubhouse is rented "As-Is". The WPCA's Clubhouse Manager will not be responsible for setting up tables, chairs, etc. ahead of time. It is not the WPCA's Clubhouse Manager's responsibility to provide building access to rental companies.
12. Decorations may be used only if their removal causes no damage to the walls, doors, window trim, windows, flooring, or furnishings. Powder/smoke/confetti bombs, nails, staples, thumbtacks, etc. are not permitted. Lessee shall be financially responsible for any damages, and the amount of these damages shall be supported by an estimate obtained by the WPCA's Clubhouse Manager.
13. Candles shall not be used for decorative purposes except when covered. Removal of spilled wax on tables and floors may result in loss of security deposit.
14. No change in electrical fixtures or other furnishings on the premises is allowed.
15. Alcoholic beverages are permitted as long as the Lessee follows all applicable regulations from the Alcohol and Beverage Control Board of Virginia (ABC) and follow AND Lessee obtains a banquet license from the ABC (<https://www.abc.virginia.gov/licenses/get-a-license/banquet-licenses>). The license must be shown to the Clubhouse Manager prior to the rental date. **NO MINORS WILL BE PERMITTED TO CONSUME ALCOHOLIC BEVERAGES ON THE PREMISES OR IN THE PARKING LOT AT ANY TIME.**
16. All kegs of beer must be placed in waterproof containers and may not be dragged on the floor of the building. Damage to the floor resulting in the failure to adhere to this rule will result in the loss of Lessee's security deposit.
17. Smoking and vaping are not allowed inside the Clubhouse. If Lessees wish to smoke, it must be outside and at least 25 feet from any Clubhouse entrance. Smoking inside the Clubhouse may result in forfeiture of security deposit.
18. A security deposit of \$150 will be held by the WPCA's Clubhouse Manager until a final check of the Clubhouse is made for damage. Any damages incurred during the rental will be taken from the security deposit. If damage exceeds the security deposit, the Lessee will be financially liable for any and all repairs.
19. At the conclusion of a rental, the Lessee shall be responsible for turning off the interior lights, closing and locking windows, locking all doors at the end of the rental period, wiping off and returning all tables to the closet, stacking chairs neatly in the alcove next to the front door and in the window seats, taking all trash out to the trash containers located just outside the side door of the Clubhouse, and making sure the parking lot and other grounds utilized during the rental are left free of any trash.
20. The Lessee's security deposit will be refunded if there is no damage to the Clubhouse and the lessee abides by the rules contained in this Rental Agreement & Rules.

21. No equipment belonging to the WPCA shall be removed from the premises during the rental.
22. In case of fire or other emergency, the building should be exited through all doors marked "Exit". Lessee shall not block, lock or restrict access through these exits.
23. The WPCA's Clubhouse Manager has the authority to deny any request for the Clubhouse rental based on function description or schedule requirements.
24. The WPCA's Clubhouse Manager reserves the right to terminate any rental function in which the Lessee violates any of the rules contained herein. If a function is terminated due to violation of the rules contained in this document prior to the conclusion of the rental, there will be no refunds for the remaining time.
25. The WPCA will not be liable for any personal injury to those attending an event while on Walton Park property during the rental period.
26. Cancellations made less than 72 hours from the scheduled rental may result in forfeiture of the security deposit.

I HAVE CAREFULLY READ, FULLY UNDERSTAND, AND AGREE TO COMPLY WITH ALL OF THE WPCA CLUBHOUSE RENTAL AGREEMENT & RULES AS THEY PERTAIN TO MY EVENT.

Signature:

Signature Date:

Name of Renter:

Date of Rental:
