

Abingdon By The River Clubhouse
RENTAL CONTRACT
(Please Print)
Rental of the Abingdon Clubhouse is exclusive to Abingdon By the River Owners.

Name: _____ Phone # _____

Address: _____ Email _____

Date of event: _____ Type of event: _____ # of Guests: _____

All Day(10am-11pm) One check for \$200 and one check for \$250 (security deposit)

Start time End time and end time include time for set up and take down.

RULES

1. The Owner, named above, "Renter", is a Member of the Abingdon By The River Residential Association (ABTR), must: (a) be a Member in good standing; (b) sign the Rental Contract; (c) pay the \$250.00 security deposit and applicable rental fees; and (d) be in attendance at the event. Payment of the rental fee confirms the reservation. Reservations (date and time) cannot be held until the rental fee is paid. Reserving the Clubhouse will be on a first come first serve basis.
2. Clubhouse capacity is 207 people.
3. Rental of the Clubhouse includes the use of the kitchen, club and lounge room, folding tables and chairs, grill and outdoor porch area.
4. Cancellation Policy: 2 weeks prior to date of event, written notice must be given for a refund.
5. Use of the Clubhouse must end by 11 pm. If the clubhouse is not vacated by 11pm, the alarm system will go off and the Renter will be responsible for an additional \$100.00 charge.
6. The rental time is inclusive of set-up, event, and clean up. Renters entering the Clubhouse prior to or leaving after their reserved time will be charged \$50.00 per hour.
7. Renter is responsible for the set-up and clean up for their event. The kitchen is not equipped with disposal; therefore, all garbage must be bagged and taken to the Club's dumpster/ garbage can located outside of the kitchen door. Club room and kitchen floors are to be swept and mopped (with water only), kitchen is to be cleaned, and outdoor area swept. No food is to be left in the refrigerator or freezer. Mop, broom and basic cleaning items are provided. No items found in the kitchen (food or other) are to be taken or used during your event.
8. No decorations, banners, streamers, etc. are allowed on walls, windows, ceiling or other areas. Nothing can be nailed to the walls. No open flames (candles, etc.) are permitted. Birthday candles and enclosed candle centerpieces are allowed.
9. Furniture, furnishing or window treatments in the Clubhouse cannot to be moved or rearranged.

10. No pets (except guide animals) are allowed on the Clubhouse property.
11. The Clubhouse must be thoroughly cleaned (see Checklist) and all lights (interior & exterior) turned off. All doors are to be closed.
12. SMOKING AND SMOKELESS TOBACCO PRODUCTS ARE STRICTLY PROHIBITED IN THE CLUBHOUSE OR ON THE CLUB'S PROPERTY. NO drug paraphernalia of any kind is allowed.
13. After each event, an inspection will be made of the Clubhouse property to determine any damage and ensure all rules have been followed. If damage is found or the Clubhouse property is not properly cleaned, deposit will be forfeited.
14. There is a ceramic grill outside available for use. Homeowners will supply their own charcoal.
15. The Renters will be held responsible for the conduct of all guests during an event. The Renter shall reimburse the ABTR or any third parties for any damages to Clubhouse property or to the property of others caused by anyone attending or involved with the event, be it the Renter, the Renter's family, the Renter's guests, or persons hired by the Renter to facilitate the event.
16. The ABTR, its Developers, their directors, officers, employees, agents, and third-party managers, shall not be liable for any injuries to any person or damage to or loss of property involving the event, the Renter, or the Renter's family, the Renter's guests, or other persons hired by or associated with the Renter on the Clubhouse property. The Renter shall indemnify and hold harmless the ABTR, its Developers, their directors, officers, employees and third party managers, from any and all claims, demands, actions, cause of action, liabilities, losses, cost, damages and expenses (including reasonable attorney's fees) arising out of or in connection with any use or occupation of the Clubhouse or any other property of the Clubhouse by any person including, without limitation, the Renter, the Renter's family, guests, or any person hired by the Renter in connection with the event .

Your signature below indicates your agreement with this contract and acceptance of all responsibility and liability for any and all damages.

Signature_____ Date _____

Rental fee \$200 Check no:_____ Deposit \$250 Check no:_____

**Abingdon By The River Clubhouse
Post Rental Checklist**

Renter: _____ **Event Date:** _____

- Clean Countertops, Refrigerator, oven and microwave, table and chairs
- Clean grill rack with grill brush or foil
- Sweep and mop the floors using water only
- Clean windows and doors inside the clubhouse if necessary
- Windows and Doors locked
- Empty all trash. All trash must be bagged and put into Clubhouse dumpster/garbage containers.
- Turn off lights (inside, outside and bathrooms) and fans
- Clubhouse tables and folding chairs are to be left clean and returned to the storage room.
- If you have rented tables, chairs, tents etc., these items should be stacked neatly to be picked up the next business day. If another event is scheduled the same day, it may be necessary to remove the rented equipment immediately after your event.

These items are very important to ensure the Clubhouse is ready for the next scheduled event.

It is the responsibility of Renter to insure these items are strictly followed and the clubhouse is clean, all trash bagged, put in the dumpster/ garbage can and damage free. A satisfactory post-inspection by management will result in a refund of your deposit. Otherwise, you will be notified that your deposit will be used to pay for any additional cleaning or damage repair.

Notes
