

MONTICELLO WOODS CLUBHOUSE RENTAL FORM

**Return Completed Form to:
103 Bulifants Blvd., Suite A, Williamsburg, VA 23188
Office: 757-345-5383 Fax: 757-345-5385**

Date Received: ___ / ___ / ____

I. HOMEOWNER/RENTER

Name: _____ Phone: Home: _____ Work: _____
Address: _____ Email: _____

II. EVENT

Date: ___/___/___ Time: _____AM/PM until _____AM/PM

Type of Event: Adult Youth Both # of People: _____ Maximum: 100

III. SPECIFIC REQUIREMENTS

Please provide the following information:

- | YES | NO | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Food will be served/consumed. <i>All food/drink <u>must</u> be removed after event.</i> |
| <input type="checkbox"/> | <input type="checkbox"/> | Beverages will be served/consumed. SPECIFY: Soda/Beer/Wine/Mixed Drinks |
| <input type="checkbox"/> | <input type="checkbox"/> | This event will be catered. <i>If yes, list of all equipment to be used <u>must</u> be attached.</i> |
| <input type="checkbox"/> | <input type="checkbox"/> | Decorations will be used. <i>If yes, list of all decorations to be used <u>must</u> be attached.
Please note: NO signs or decorations may be affixed to Monticello Woods signage, sign posts or clubhouse walls in any way.</i> |
| <input type="checkbox"/> | <input type="checkbox"/> | Special/Additional equipment, furniture, items will be utilized. <i>If yes, list of all special or additional equipment, furniture, items to be used <u>must</u> be attached.</i> |
| <input type="checkbox"/> | <input type="checkbox"/> | Arrangements have been made for professional cleaning of the clubhouse after this event. |

Before leaving the event, Renter is responsible for returning furniture to original state, removing all trash from the clubhouse and grounds, removing any and all items brought into the clubhouse including but not limited to food, drink, decorations, equipment, etc., and ensuring that clubhouse is returned as found prior to the event. Garbage and trash must be removed from the premises and may not be placed in the pool trash cans at any time. Failure to remove trash could result in loss of a deposit.

Renter must be present throughout entire event (responsibility is non-transferable).

IV. REQUIRED FEES

Separate checks are required for the Rental Fee and Security/Key Deposit and should be made payable to Monticello Woods Homeowners Association, Inc.

Small Event (50 people or less): Rental Fee: \$50.00: Security/Key Deposit: \$100.00

Security/Key Deposit will be refunded within forty eight (48) hours after passing post-event inspection of the clubhouse and grounds and key to the Association.

V. RENTER AGREEMENT

I, the "Renter," affirm therefore that I am a member of Monticello Woods Homeowners Association, Inc., am in good standing with the Association, and am aware of all requirements and rules regarding rental of the clubhouse. I agree to abide by and enforce any and all requirements and rules. Failure to do so may result in the loss of my rental privileges.

I verify that all information on this form is correct, and if subject to change will submit any and all changes to the Board of Directors or Association Manager prior to this event. I verify that I have submitted with this form all required fees and further agree to provide proof of additional services (i.e. professional cleaning) and/or insurance if applicable.

As a member of Monticello Woods Homeowners Association, I agree to hold Monticello Woods Homeowners Association, Inc. harmless for any and all damages, apparent or perceived, incurred by me, my family, guests, or invitees. I accept full responsibility for any damages to the clubhouse, the grounds surrounding the clubhouse, and any and all furnishings and equipment on the premises. Should any damages be found, I understand that I am fully responsible restoring the clubhouse to its original state at my expense. Additionally, as applicable or determined by the Board of Directors, I understand that the security deposit may be retained and applied to the Association's insurance policy deductible and I may be responsible for the remainder of the deductible.

I understand that I am personally responsible for my guests and their conduct. Any personal injury incurred during the rental of the clubhouse is solely my responsibility, as I am the "Renter" of the clubhouse at the time of the incident.

I understand that should I cancel my clubhouse reservation less than 2 weeks before the event, I will forfeit any rental fees paid. Deposits are still refundable.

I certify that I understand and agree to all requirements of this rental.

"Renter's" Signature

__ / __ / ____
Date