

**The Reserve Master Association  
Clubhouse Rental Agreement Form**

**Rental Agreement for Non-Residents of The Reserve**

Permission is hereby requested to rent the clubhouse by:

Name \_\_\_\_\_

Representative of (Name of Organization) \_\_\_\_\_

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

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Type of Event (planned activity): \_\_\_\_\_

Date Requested \_\_\_\_\_

Time of the Event (*included are pre/post inspections, set up and clean up*) \_\_\_\_\_

Email \_\_\_\_\_

**This form is for Corporate and the Community-at-Large(Non residents of the Reserve)**

**Occupancy limit: The maximum occupancy for the Clubhouse is 200.**

**No Leasee may rent the facility to a third party for any event**, i.e. companies, schools or friends/families. The Leasee assume 100% responsibility for the conduct of all guests attending the event.

A walk through the site with a member of the Board of Directors or Facilities Committee will take place at the beginning time listed on the rental agreement and not before. This will take about 15 minutes. At the end of the rental period, a second walk through will be conducted to ensure the facility is in the same condition as when the rental period began. A checklist will be reviewed with the leasee at the beginning and ending of the rental and a copy will be provided to the owner within 24 hours of the rental.

**Length of Rental and Size of Event**

Rental Times include the initial walk through of the site, set-up, the event, clean up and post -inspection. Rentals are available from 9:00 am until 11:00 pm. **Rentals that go beyond the agreed upon length and time will result in a \$25.00 fee for each 15 minutes beyond the time on this contract. The rental includes 66 chairs and 11(6 top) tables. No rentals can go beyond 11:00 pm.**

- **All decorations must be removed from the entire and exterior of the building prior to the post inspection. All personal property should be removed following the event prior to inspection. Items left will be considered abandoned and will be disposed of by management. This includes dishes, decorations, paper products, bottles and food.**

**The Reserve Master Association  
Clubhouse Rental Agreement Form**

Please mark your selection. Note that there are four rental lengths to choose from. The maximum size of the event cannot exceed 200 people. There is not seating for 200 people. Additional tables and chairs may be rented by the renter if needed. The rental cost includes the cleaning fee.

**Non-Resident Rental Agreement Cost**

4 Hours     \$400.00    

6 Hours.     \$600.00    

8 Hours.     \$800.00    

**The number of people invited to attend # \_\_\_\_\_**

**Rental Fees:** Each reservation requires two checks. One is a deposit for \$750.00 and one is the fee for the rental. These checks are due at the time of the application being submitted. A **Certificate of Liability Insurance** is also required no later than 7 business days prior to the rental. No prorated discounts are available. In order to receive a refund for a cancellation, cancellations must be made at least 7 days in advance of the date of intended use. **Checks should be made out to Reserve Master Association.**

The total cost of the rental is \_\_\_\_\_

Rental Fee Paid:     Date \_\_\_\_\_ Check# \_\_\_\_\_ Amt Paid: \_\_\_\_\_

Deposit Fee Paid:     Date \_\_\_\_\_ Check # \_\_\_\_\_ Amt Paid: \$750.00

Certificate of Liability received Y \_\_\_\_ N \_\_\_\_\_ Date \_\_\_\_\_

**To be Completed after the event by post- inspector:**

Additional Charges Assessed:     YES     NO

If yes, please describe: \_\_\_\_\_

Please mail or email this form to the Managing Agent at: 757-565-6200

Jim Seal

Town Management

1166 Jamestown Rd Suite B

Williamsburg, 23185

or

Town Management

P.O. Box 5010 Williamsburg, VA 23188

[jim@townmanagement.net](mailto:jim@townmanagement.net) or [admin@townmanagement.net](mailto:admin@townmanagement.net)

In order to maintain the beauty of our club house for the use of our homeowners, there are some items which are prohibited within the club house and documented in the Clubhouse Rules and Regulations.

Prohibited Items:

- Animals
- No cooking equipment of any kind and open flames like BBQ and fire pits
- Music that is able to be heard by the nearby residents
- Dry ice, birdseed, loose glitter, and confetti , silly string or sparklers( balloons must be weighted down)
- Paint
- Playing ball, running, skateboarding inside the clubhouse
- Fog machines, smoking and vaping
- Wet clothing
- Water balloons

**The Reserve Master Association  
Clubhouse Rental Agreement Form**

Expectations:

- Should the lessee hire a vendor for the party such as a caterer, the renter shall request a certificate of liability insurance and provide it with this application.

Will there be

a vendor/caterer used for this event: Y \_\_\_ N \_\_\_ NA \_\_\_

If yes, name of the vendor/ caterer \_\_\_\_\_

- The swimming pool and spa area is separate from the clubhouse and may not be rented. There should be no guest traffic on pool decks. The fitness room is also not part of this rental agreement.
- Lessee(s) MUST provide a copy of insurance policy verifying liquor liability coverage if alcoholic beverages will be served.
- Lessee(s) agrees that to abide by all ABC alcohol laws in the state of Virginia.
- Lessee will adhere to the items on the pre and post inspection sheet provided during the pre-inspection.
- The Clubhouse furniture shall be replaced in the original location at the end of the function and be in the original condition.
- Attendees should park in designated parking spaces only and not on the grass, walk- ways or near fire hydrants. Parking is also permitted along the North side of Reserve Way. Parking is not allowed in front of any owners' lot.

The Leasee(s) agrees to indemnify & hold harmless the Association and its homeowners for any and all injuries to either person or property, suffered by the lessee or the guests and invitees which arise from or are in any way related to the above activity, rental or use of the clubhouse.

The Leasee(s) acknowledges that they have read and understand the Reserve Clubhouse rental agreement and agrees to abide by all of the stated conditions within them as a condition to renting the clubhouse:

Owner(s) acknowledgement:

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

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

HOA/Management Representative:

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

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

Once the reservation is made, a member of the Rental committee will contact you regarding the number of tables and chairs, if any you would like set-up.