



## FACILITY RENTAL AGREEMENT

Name: \_\_\_\_\_ Member:  Yes  No  
*(Verify proof of Membership)*

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

City: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Rental Date(s): \_\_\_\_\_ *(Must be at least 7 business days prior to an event)*

Type of Event  Reception  Birthday Party  Baby Shower  Other \_\_\_\_\_

Private Event  Public Event  Private Catered? (Provide proof of Health License): \_\_\_\_\_

Number of Person(s): \_\_\_\_\_ Number of tables: \_\_\_\_\_ Chairs: \_\_\_\_\_

Table layout: (see attached room layout document)

Event Hours: From: \_\_\_\_\_ to: \_\_\_\_\_

Decorating: Date/Time: \_\_\_\_\_  free use of 1 refrigerator (no kitchen use)

### Facility Rented/Fees:

<input type="checkbox"/> <b>Adobe Ranch Room</b> (Maximum Occupancy 40) \$60 per hour x 4 hour Minimum (Member) \$80 per hour x 4 hour Minimum (Non-Member) \$45 Non-Refundable Housekeeping Fee \$100 Refundable Security Deposit	<input type="checkbox"/> <b>Clubhouse/Community Center</b> (Maximum Occupancy 100) \$80 per hour x 4 hour Minimum (Member) \$100 per hour x 4 hour Minimum (Non-Member) \$45 Non-Refundable Housekeeping Fee \$100 Refundable Security Deposit
<input type="checkbox"/> <b>Community Pool</b> (Maximum Occupancy 40) \$80 per hour x 2 hour Minimum (4 hour Max) (Member) \$100 per hour x 2 hour Minimum (4 hour Max) (Non-Member) \$45 Non-Refundable Housekeeping Fee \$50 Refundable Security Deposit	<input type="checkbox"/> <b>Kitchen</b> \$100 per Clubhouse/Community Center event ONLY \$45 Non-Refundable Housekeeping Fee \$200 Refundable Security Deposit

### Charges:

\$ _____ per hour x _____ hours = \$ _____ + \$ _____ per hour x _____ hours = \$ _____ + Total Rental Fee \$ _____ + 50% Rental Fee \$ _____ + Security Deposit _____ \$ _____ + Security Deposit _____ \$ _____ + Security Deposit _____ \$ _____ + Total Security Deposit \$ _____ + Housekeeping Fee(s) \$ _____ + Total Payable today \$ _____ = Remaining Balance Amount: \$ _____	Amount Paid Today: _____ Check # _____ or Cash <input type="checkbox"/> Received by: _____ ----- Balance due by: _____ Balance received on: _____ Check # _____ or Cash <input type="checkbox"/> Received by: _____
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## TERMS AND CONDITIONS

### **Rental Charges:**

- Facility rental fees are based on the facility rented and the cost per hour plus the minimum of (2-4 hours)
- Deposits to be collected include: Security deposit fees plus, plus non-refundable housekeeping fees per facility, plus half the rental fees at time of booking.
- Rental Charge remaining balance is due 72 hours (3 days) prior to event date. There is a 30 minute/1 hour decoration time allowed. If payment is not received in accordance with these terms the event will be cancelled. Refer to cancellation policy.
- The Security deposit is refundable by check within 30 days of event if terms and conditions are met. There will be an inspection and inventory of the kitchen prior to refund.

### **Facilities:**

- Community Center & Ranch Room facilities must be emptied by 10:00 PM Fri & Sat, 9:00 PM Sun. Pool must be emptied by 8pm. This is not negotiable.
- All Public Held events will require proof of a special event food application.  
<https://www.yavapai.us/chs/special-events>

### **Kitchen:**

- Kitchen use includes the use of one refrigerator, counters, wash sinks, electrical outlets, stove, oven, equipment, dinnerware, and utensils.
- You must provide your own heating appliances if you wish to serve hot food.
- An inventory list will be provided.

### **Decorations:**

- DO NOT hang decorations from the ceiling. We recommend using Command Hooks™ for the walls as they are reusable. Decorations must not be attached to the buildings by using nails, staples, tacks or cellophane tape. Masking tape, Rice, confetti, glitter, gum, silly string and fog machines are not allowed inside the facilities.
- ALL EVENTS MUST BE FINISHED, DECORATIONS, EQUIPMENT AND TRASH REMOVED NOT LATER THAN 10:00 PM, and 9:00 PM SUNDAY. A recycle bin will be provided in addition to trash receptacles. If any part of the event extends outside the facility, the area(s) used must also be free of decorations, equipment and trash not later than these stated limits. If the event and or clean-up extend past these limits, you will lose security deposit, in addition to any other deductions.

### **Pool:**

- Due to liability a designated adult must be present to monitor safety.
- Food and Drink are permitted, but no glass
- Smoking/alcohol/glass is NOT ALLOWED in the pool area

### **Noise Control:**

- We are located in a residential area and noise level is controlled. In most cases, music or other sounds should not extend more than 20 feet outside the Facility.
- Smoking:
- We are a non-smoking facility. No smoking within any of the buildings; any smoking must be done in the main parking area.

### **Supervision:**

- Client shall provide adult supervision of all children accompanying guests where the event is being held. An adult MUST at all times supervise children attending the event. Children are not permitted to run around or play in any area not close to the Facility itself.
- Client shall supervise and ensure proper behavior of any guests who are served alcohol. Renter/User is liable for any and all injuries or damages, and the conduct of attendees related to or occurring during the event.
- VVPOA representative shall periodically check on the conditions of the Facility, Kitchen, outside areas and sound levels to ensure Renter conforms to the terms and conditions stated herein.
- Excessive damage or any calls to law enforcement related to the event will result in forfeiture of the entire deposit.

**Cancellation Policy:** Should the reservation be cancelled not less than 30 days before it is schedule to occur, the full deposit shall be returned. Should the reservation be cancelled less than 30 days but more than 14 days before the scheduled event, \$25.00 of the Security Deposit will be forfeit. Cancellations made less than 14 days prior to the scheduled event shall forfeit \$50 of the Security Deposit plus any kitchen fees. All refunds shall be made by check within 30 days after notice of cancellation

I have read this entire contract and agree to the Terms and Conditions stated herein.

\_\_\_\_\_ Date: \_\_\_\_\_  
Renter's Signature

**Cancellations:**

- More than 30 days before scheduled full refund of all funds deposited
- Less than 30 days but more than 14 days before scheduled refund of all funds deposited less \$25 of Security Deposit
- Less than 14 days before scheduled refund of funds deposited less \$50 of Security Deposit and any kitchen fees paid, if applicable

Amount \$ \_\_\_\_\_ Check # \_\_\_\_\_ Date \_\_\_\_\_

**Final Walk-thru**

The facility has been cleaned to the extent that trash, decorations and equipment have been removed and all guests have left the facility. If outside areas/pool/kitchen were used, those areas have likewise been cleaned of trash, decorations and equipment.

\_\_\_\_\_  
VVPOA Representative Signature/Date

**Return Security Deposit to:**

- Same person/address on page 1 or:

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

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

City: \_\_\_\_\_ Zip: \_\_\_\_\_

Amount \$ \_\_\_\_\_ Check # \_\_\_\_\_ Date \_\_\_\_\_

*Security Deposit to be refunded, by check, within 30 days after event.*