



FACILITY RENTAL AGREEMENT

Name: _____ Member: Yes No
(Proof of Membership Required)

Address: _____

City: _____ Zip: _____

Phone: _____

Email: _____

Rental Date(s): _____

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: (Please see attached options) Option A Option B Option C Option D Custom (Please attach)

Event Hours: From: _____ to: _____

Decoration Hour: From: _____ to: _____

Free Use of 1 Refrigerator (No Kitchen Use) Alcohol on Premises (Provide Permit) Use of Grills (Provide Propane)

Facility Rented/Fees:

| | |
|---|--|
| <input type="checkbox"/> Adobe Ranch Room (Maximum Occupancy 50) \$40 per hour (Member) \$60 per hour (Non-Member) \$45 Non-Refundable Housekeeping Fee \$100 Refundable Security Deposit | <input type="checkbox"/> Community Center (Maximum Occupancy 100) \$60 per hour (Member) \$80 per hour (Non-Member) \$45 Non-Refundable Housekeeping Fee \$100 Refundable Security Deposit |
| <input type="checkbox"/> Community Pool (Maximum Occupancy 50) \$80 per hour x 2 hour (4-hour Max) (Member) \$100 per hour x 2 hour (4-hour Max) (Non-Member) \$45 Non-Refundable Housekeeping Fee \$50 Refundable Security Deposit | <input type="checkbox"/> Kitchen \$100 per 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 \$ _____ + Total Security Deposit \$ _____ + Housekeeping Fee(s) \$ _____ + Total Payable today \$ _____ = Remaining Balance Amount: \$ _____ | Amount Paid: \$ _____ <input type="checkbox"/> Check # _____ <input type="checkbox"/> Cash Received by: _____ ----- Balance due by: _____ Balance received on: _____ <input type="checkbox"/> Check # _____ <input type="checkbox"/> Cash Received by: _____ |
|---|---|

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: \$ _____ Cash Check #: _____

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 the event.

TERMS AND CONDITIONS

Rental Charges:

- Facility rental fees are based on the facility rented and the cost per hour
- 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 up to 1 hour decoration time allowed.
- The Security deposit is refundable by check within 30 days of the 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.
- We are located in a residential area and the noise level is controlled. In most cases, music or other sounds should not extend more than 20 feet outside the Facility.
- 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:

- 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 be present at all times to 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.