



# 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 40) \$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 = \$ _____ + <b>Subtotal Rental Fee</b> = \$ _____ Housekeeping Fee(s) + \$ _____ <b>Total Rental Fee</b> = \$ _____ (A) Security Deposit (s) \$ _____ _____ + \$ _____ _____ + \$ _____ <b>Total Security Deposit</b> = \$ _____ (B) <b>Total Amount Due</b> \$ _____ (A+B) Payable Today: = \$ _____  <b>Remaining Balance Amount:</b> \$ _____	Amount Paid: \$ _____ <input type="checkbox"/> Check # _____ <input type="checkbox"/> Cash <input type="checkbox"/> Omella Link Received by: _____  -----  Balance due by: _____ Balance received on: _____ <input type="checkbox"/> Check # _____ <input type="checkbox"/> Cash <input type="checkbox"/> Omella Link Received by: _____
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Processing:  Fully Executed  Entered into FRA Google Sheet  Scanned  Entered into Google Calendar

**Cancellation Policy:** Should the reservation be cancelled not less than 30 days before it is scheduled 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. Cancellations made on the day of or after the start of the scheduled event shall forfeit the entire Security Deposit plus any kitchen fees. For reservations pertaining to multiple dates, cancellations of future dates will result in the reservation fee prorated based upon the total number of hours of the contract, less the full Security Deposit. The VVPOA shall provide refunds by check within 30 days after notice of cancellation or 30 days after the final rental date, whichever is later.

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

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

**Cancellations: Please initial on each line below.**

\_\_\_\_\_ 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 #: \_\_\_\_\_  Omella Link  
 \_\_\_\_\_ On the day of or after the start of the scheduled event no Security Deposit is returned  
 \_\_\_\_\_ Other (Please Specify): \_\_\_\_\_

**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.

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

**Return Security Deposit to:**

Same person/address on page 1 **or:**

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

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

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

Amount \$ \_\_\_\_\_ Payment Method: \_\_\_\_\_ 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 setup time allowed and 1 hour of cleanup allowed. Any additional hours shall be billable.
- 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 Hall & 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. Information can be found at <https://www.yavapai.us/chs/special-events>
- We are a non-smoking facility. No smoking within any of the buildings; any smoking must be done in the main parking area.

### 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

### Storage:

- Storage of personal items is NOT ALLOWED, unless otherwise indicated in this agreement. If so, indicated in this agreement, the VVPOA shall not be held responsible for items left in public areas or items left outside of the agreed upon storage 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 may 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.