

**GREENSPRINGS WEST 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: <b>NO</b> decorations may be attached to the 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.  |
| <input type="checkbox"/> | <input type="checkbox"/> | Live Music or a DJ will be on hand. <i>Note that outdoor music must end by 11:00 p.m... Live music beyond this time will result in the loss of the Key Deposit of \$100.</i>      |
|                          |                          | Music will set up <input type="checkbox"/> Inside <input type="checkbox"/> Outside  |

*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.*

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

*Please note that request cannot be processed until all applicable information as required is attached/submitted.*

**◆◆IMPORTANT: Weddings/Receptions & Large Events involving alcoholic beverages please see "Additional Requirements." ◆◆**

**IV. REQUIRED FEES**

*Separate* checks are required for the Rental Fee and Security/Key Deposit and should be made payable to Greensprings West Owners' Association, Inc.

- |   |                       |                                |
|---|-----------------------|--------------------------------|
| <input type="checkbox"/> Small Event (50 people or less): | Rental Fee: \$150.00: | Security/Key Deposit: \$400.00 |
| <input type="checkbox"/> Large Event (over 50 people):    | Rental Fee: \$200.00: | Security/Key Deposit: \$500.00 |
| <input type="checkbox"/> Weddings and or Receptions:      | Rental Fee: \$350.00: | Security/Key Deposit: \$800.00 |

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 Greensprings West Owners' 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 Greensprings West Owners' Association, I agree to hold Greensprings West Owners' 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 certify that I have signed the General Release of Liability, a copy of which is enclosed with this form.*

*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 understand that submittal of this form does not constitute approval. I understand that this rental will be approved in writing and upon the Association's receipt of all applicable information.*

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

\_\_\_\_\_  
"Renter's" Signature

\_\_\_/\_\_\_/\_\_\_  
Date

**ADDITIONAL REQUIREMENTS**

Weddings, Receptions, and Large Events involving alcoholic beverages, disc jockeys and/or dancing, additional "heavy" equipment (e.g. audio equipment, catering equipment), and/or elaborate decorations shall be responsible for obtaining Event Insurance Coverage.

Renters may wish to contact the insurance company that handles their Homeowner Insurance policy to obtain Event Insurance Coverage or for further information. The Renter is solely responsible for obtaining Event Insurance Coverage; the Board of Directors and/or Management is not in any way responsible for providing/obtaining Event Insurance Coverage or information thereon.

Once desired date is verified by Management to be available, Renter is responsible for obtaining Event Insurance Coverage and submitting a Certificate of Event Insurance with the clubhouse rental form. Under no circumstance will the clubhouse rental form be processed without a Certificate of Event Insurance.

◆ ◆ *Certificate of Event Insurance must reflect the following:* ◆ ◆

*General Liability in the amount of one million dollars (\$1,000,000.00).  
Greensprings West Owners' Association, Inc. listed as "Additional Insured."*

Should alcohol be served by means other than an open bar then the following is additionally required: Copy of Liquor License and Certificate of Liquor Liability Insurance.

**Event Insurance Coverage is not optional, it is a mandatory requirement to ensure that the clubhouse insurance premium will not increase or that any member of the Association will be adversely affected by the rental.**

**FOR USE BY THE BOARD OF DIRECTORS/ASSOCIATION MANAGER**

DATE RECEIVED: \_\_\_/\_\_\_/\_\_\_

BOARD/ASSOCIATION MANAGER DECISION:       Approved       Disapproved       Approved with Modification(s):

◆ \_\_\_\_\_  
◆ \_\_\_\_\_

<b>FEES COLLECTED:</b>	Rental Fee	\$ _____	Check # _____
	Security/Key Deposit	\$ _____	Check # _____
	Cleaning Service	\$ _____	Check # _____
	Event Insurance	Policy # _____	

*Tables and Chairs: There are 25 chairs and 6 tables at the clubhouse for use. They must be accounted for after the event.*

**CLUBHOUSE KEYS:**

**KEYS OUT:** Keys can be signed out by the individual requesting the rental 24 hours in advance of the event, and must be returned the next business day before 5PM. Security deposit will not be refunded until keys are returned. If the key is not returned, your security deposit will be forfeited to reimburse the Association to have the locks re-keyed.

Key #: \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_ Time: \_\_\_\_\_AM/PM Initial: \_\_\_\_\_

Homeowner/Renter Signature \_\_\_\_\_

**PRE-EVENT INSPECTION, ITEMS NOTED:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**POST-EVENT INSPECTION, ITEMS NOTED:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**KEYS IN:**

Key #: \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_ Time: \_\_\_\_\_AM/PM Initial: \_\_\_\_\_

Association Manager's Signature: \_\_\_\_\_

**SECURITY/KEY REFUND:**

Security/Key Deposit Refunded:	___/___/___	Initial: _____	Date: ___/___/___	Time: _____AM/PM
Cleaning Service Reimbursed:	___/___/___	Check # _____		