

PWSCC Clubhouse RENTAL CONTRACT
POTOMAC – WESTMORELAND SHORES CIVIC CORPORATION (PWSCC)
762 Shore Drive, Colonial Beach, VA 22443

- To schedule a rental, call 804-347-9305 (Ruthi Pietras, Clubhouse Rental Agent) or email Rentals@pwsc.org. Your date will be reserved as available and you will be notified if not. To check availability prior to renting, go to PWSCC.ORG and check the calendar of events for the day you are interested in.
- Within five (5) days of reservation, return signed contract and deposit (found on PWSCC.ORG or from rental agent) to Rental Agent or PO Box 251, Colonial Beach, VA 22443. If not received, reservation will be cancelled.
- Rental fees are due to Rental Agent or PO Box five (5) days prior to rental date. Key will be provided/can be picked up on day of rental.
- Reservations cancelled fewer than fifteen (15) days prior to event will forfeit deposit.
- Follow rental rules and enjoy your rental.
- Follow and complete the checklist for cleanup/checkout. If all is in order, your deposit will be returned within fifteen (15) days of your rental.

RENTAL AGREEMENT / RULES - I agree to the following terms and conditions:

1. No decorations/signs/banners/pins/tape on walls or surfaces, affix banners et al on-ceiling grid with provided hangers.
2. Supplies: Cleaning supplies are in kitchen and Swiffer mops et al are in kitchen closet.
3. To clean clubhouse after event: Counters/sinks/toilets/floors/dishes must ALL be cleaned. **Sweep/Swiffer** floors.
4. ALL trash cans are to be emptied, bags replaced, and trash is to be removed from facility/grounds or placed in front of clubhouse (if contracted for).
5. Key fits front/back/shed doors; doors lock automatically (be sure to keep your key on you during facility use. Ensure ALL DOORS ARE LOCKED and key is left on kitchen counter when you have cleaned and finished with rental.

Fees

<u>Rental Fees</u>	<u>Amount</u>	<u>Selected</u>	<u>Other Fees</u>	<u>Amount</u>	<u>Selected</u>
Refundable Deposit	\$200	_____	Trash (\$5.00/Bag)	TBD	_____
Full Day – Member	\$125	_____	Clean/Return Tables/Chairs	\$50	_____
Half Day (6 hrs.) - Member	\$75	_____	Clean Clubhouse	\$200	_____
Full Day – Non-Member	\$200	_____	Penalties		Assessed after Rental
Half Day (6 hrs.) – Non-Member	\$100	_____	Building Not Cleaned	\$200	_____
Day Prior* - Member	\$75	_____	Trash Not Removed***	\$50***	_____
Day Prior* - Non-Member	\$100	_____	Damaged Walls/Surfaces	\$200	_____
Day After** - Member	\$50	_____	Missing Items	\$200	_____
Day After** - Non-Member	\$75	_____	Tables/Chairs Not Cleaned / Put Back	\$75	_____

*Day prior starts at 2PM & **Day After ends at 11AM if the facility is not otherwise rented. ***Plus \$5 per bag.

Renter agrees to hold the Corporation harmless for any personal injuries that the renter or their guests may incur during the term of rental. Renter understands that any items not checked off the attached checklist may cause the deposit to be forfeited. Renter is solely responsible for alcohol usage and must prohibit underage drinking.

Date of Rental: _____

Name _____	Signature _____	Date Signed _____
ADDRESS: _____		
PHONE: _____	Email: _____	

PWSCC Reviewed and Agreed To/Scheduled By: _____ on _____.
 Online calendar has been updated. _____ Deposit Received on: _____.
 Rental fees received on: _____ Amount of Rental Fee Received: _____.
 Clubhouse inspected on: _____ by _____ Deposit returned on: _____.

CHECK LIST

After your rental is completed, ensure that all rules have been followed and the clubhouse left as agreed to by the rental contract, and the checklist has been completed. A PWSCC representative will review the checklist during a final inspection, and if all is in order, the deposit will be returned within 15 days.

This checklist is to be left at the clubhouse after rental is completed, along with the building key.

Building Clean up

Renter	Action	PWSCC Review
	Clubhouse cleaned per rules and contract	
	Tables/chairs are to be wiped off and placed back on the carts.	
	No ice left in the refrigerator or freezer.	
	Refrigerator is cleaned out and wiped out (nothing left behind)	
	All the windows are closed and locked	
	All the doors are closed and locked	
	All decorations have been removed	
	All PWSCC items used are to be cleaned and put away	
	Floors cleaned with both Dry AND Wet Swiffer	

Check out

Renter	Action	PWSCC Review
	Remove all trash from grounds/building/bathrooms/deck, put new bags in cans/<u>including outside cans and cigarette containers.</u>	
	Ensure key is left on the kitchen counter	
	Ensure this checklist is signed and left on kitchen counter	
	Ensure all lights are out	
	Securely close door behind you	

We hope you enjoyed your event and thank you for choosing the PWSCC Community Center

PLEASE SIGN BELOW:

As the renter for the PWSCC Community House, I have performed the necessary clean up and check out of the PWSCC Community House.

Date of Rental: _____

_____ **Name** _____ **Signature** _____ **Phone**

Inspected by: _____ on _____.

NOTES/FINDINGS: _____

Deposit returned on: _____

revised pg. 2 01/27/2018