

**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](mailto: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 check 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/mop 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 your 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	_____	<b>Penalties</b>		<b>Assessed after Rental</b>
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: \_\_\_\_\_

<b>Name</b>	<b>Signature</b>	<b>Date Signed</b>
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: \_\_\_\_\_.

