



FACILITY RENTAL AGREEMENT

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

Address: _____

City: _____ Zip: _____

Phone: _____

Email: _____

Rental Date(s): _____ How did you find us? _____

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: Option A Option B Option C Option D Custom (Please attach) Round Tables Rectangle Tables

Event Hours: From: _____ to: _____

Set-Up Time: From: _____ to: _____ Clean-Up Time: From: _____ to: _____

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

Facility Rented/Fees:

<input type="checkbox"/> Community Hall (Maximum Occupancy 95) \$100 per hour (Member)/\$125 per hour (Non-Member) \$50 per hour (Volunteer) \$60 Non-Refundable Housekeeping Fee \$100 Refundable Security Deposit	<input type="checkbox"/> Kitchen \$50 per hour/2 Hour Min. (Member/Non-Member) \$25 per hour (Volunteer) \$100 per Community Center event ONLY \$45 Non-Refundable Housekeeping Fee \$100 Refundable Cleaning Deposit
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Charges:

\$ _____ per hour x _____ hours = \$ _____ + \$ _____ per hour x _____ hours = \$ _____ + Subtotal Rental Fee = \$ _____ Housekeeping Fee(s) + \$ _____ Total Rental Fee = \$ _____ (A) Security Deposit (s) \$ _____ _____ + \$ _____ _____ + \$ _____ Total Security Deposit = \$ _____ (B) Total Amount Due \$ _____ (A+B) Payable Today: = \$ _____ Remaining Balance Amount: \$ _____	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: Entered into Google Calendar Fully Executed Agreement Entered into FRA Google Sheet Scanned

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 #: _____

_____ 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 were used, those areas have likewise been cleaned of trash, decorations, and equipment.

Security Deposit Processing: Security Deposit to be refunded, by check, within 30 days after the event.

Amount \$ _____ Payment Method: _____ Date _____

Return Security Deposit to:

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

Name: _____

Address: _____

City: _____ Zip: _____

VVPOA Representative Signature: _____

Date: _____

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.
- There will be a \$25 Key Replacement Fee for keys that have been misplaced or not returned.

Facilities:

- Facilities must be emptied by 10:00 PM Fri & Sat, 9:00 PM Sun. This is not negotiable.
- We are 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.
- The speed limit on the premises is 25mph. If speeding is observed on or near the premises, it may be reported to Yavapai County Sheriff's Department.
- 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 designated smoking 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.

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. 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.

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.