

Potomac-Westmoreland Shores Clubhouse – RENTAL CONTRACT

762 Shore Drive, Colonial Beach, Virginia 22443

Date of Rental: _____

NAME (Print) _____

Address: _____

PHONE: _____ Email: _____

HOLD HARMLESS AGREEMENT

As a condition of clubhouse rental, each Renter, to the fullest extent permitted by law, agrees to indemnify the Corporation (PWSCC) and to hold it harmless for any injury or property damage suffered by a Renter.

By signing, you agree to the conditions of this application, and acceptance of the Hold Harmless Agreement.

I attest that this information is true, accurate and complete to the best of my knowledge, and I understand any falsification may subject me to liability.

Signature _____

Date _____

Accepted forms of payment for deposits and rental fees:

Cash, Check, Money Order, and Venmo

Payments (non-electric) and applications can be submitted via mail or dropped in the mailbox at the clubhouse.

We suggest that applicants send notification to PWSCC.board@gmail.com when payments and applications are submitted.

Venmo



RENTAL FEES

Deposit	\$200
Member Rental	\$250
Non-Member Rental	\$400

TO SCHEDULE A RENTAL

1. Go to: pwscc.org and check the clubhouse calendar. See if the day you want is available.
2. Email PWSCC.Board@gmail.com.
3. If the date is available, the status for that date will become TENTATIVELY rented. Renter will receive confirmation.

DEPOSIT

Failure to submit the deposit within five (5) days will result in cancellation of the reservation request and the date becoming available.

1. Renter will have five (5) days from the date of reservation confirmation to submit the required deposit.
2. Once the deposit is received, the reservation status will change to RENTED.
3. Renter will be notified that the deposit was received and the reservation is confirmed. A receipt for the deposit will be provided upon request.
4. Renter should check calendar for accuracy.

Rental Fee Payment

Failure to submit the rental fee payment will result in cancellation of the reservation and the date becoming available to others.

For reservations made more than thirty (30) days in advance, the full rental fee must be paid no later than thirty (30) days after the deposit is received.

For reservations made within thirty (30) days of the event date, the full rental fee must be paid no later than five (5) days before the rental date.

Notification will be sent when payment is received.

Cancellation Policy

Reservations cancelled fewer than fifteen (15) days prior to your event will forfeit the rental deposit.

Clubhouse Rental:

The clubhouse will be inspected by a PWSCC board director within 5 days of the rental.

A code to the door will be provided to the renter the day prior to the rental.

If the renter notices any damage or cleaning issues, renter must send an email to pwscc.board@gmail.com.

Supplies – PWSCC will supply 1 roll of paper towels, 4 rolls of toilet paper, and cleaning supplies.

Refundable Security Deposit:

The security deposit is refundable following inspection of the clubhouse after the event.

Refunds will be issued provided:

The facility is left clean and undamaged,

All rules and regulations were followed, and

No additional cleaning or repair costs are incurred.

Any damage, excessive cleaning, or violations may result in partial or full forfeiture of the deposit.

Inspection:

A clubhouse representative or board member will inspect the facility within 5 days after the rental period.

The renter may be contacted regarding any concerns identified during the inspection.

Additional Notes:

Reservations are final only after all required payments are received.

The association reserves the right to deny or cancel reservations that do not comply with these procedures or community rules.