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 <u>PWSCC@Hotmail.com</u>. 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. If not, charges will be assessed and remaining deposit, if any, will be returned.

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. Wet 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 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

Rental Fees	<u>Amount</u>	Selected	Other Fees	<u>Amount</u>	Selected
Refundable Deposit Full Day – Member 6 Hours – member/non member	\$200 \$150 \$125 /		Trash (\$5.00/Bag) Clean/Return Tables/Chairs Clean Clubhouse	TBD \$50 \$200	
Full Day – Non-Member	\$200 \$300		Penalties	ΨZOO	Assessed after Rental
Day Prior* - Member Day Prior* - Non-Member Day After** - Member Day After** - Non-Member	\$100 \$150 \$50 \$75		Building Not Cleaned Damaged Walls/Surfaces Missing Items Tables/Chairs Not Cleaned / Put Back	\$200 \$200 \$200 \$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 Address:	Signature	Date Signed
PHONE:	Email:	
PWSCC Revi	iewed and Agreed To/Scheduled By:	on
	dar has been updated	
Rental fees re	eceived on:	
Clubhouse inspected on:		by

CHECK LIST

After your rental has concluded, ensure that all rules have been followed and the clubhouse left as denoted in the rental contract, and that 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 as soon as possible.

This checklist is to be left at the clubhouse after rental is completed, along with the building key. NOTE: Pictures will be taken before and after rental to support any penalties.

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 Dry AND Wet Swiffer	

Check out

Renter	Action	PWSCC Review
	Remove all trash from grounds/building/bathrooms/deck, put	
	new bags in cans including outside cans and cigarette	
	containers.	
	Ensure key is left on the kitchen counter	
	Ensure this checklist is signed and left on kitchen counter	
	Ensure all lights are turned off	
	Securely close and lock doors 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:	Return Rental Deposit To:		
Name	Signature	Phone	
Inspected by:	on		
NOTES/FINDINGS:			

revised 12/01/2022