

MONTICELLO WOODS CLUBHOUSE RENTAL FORM

Return Completed Form to:

mhallman@unitedpropertyassociates.com or via mail to

One Old Oyster Point Road, Suite 140

Newport News, VA 23602 Office: 757-345-5383 Fax: 757-345-5385

Date Received: ___ / ___ / ____

I. HOMEOWNER/RENTER

Name: _____ Phone: **Home:** _____ Work: _____

Address: _____ Email: _____

II. EVENT

Date: ___/___/___ Time: _____ AM/PM until _____ AM/PM

Type of Event: Adult Youth Both # of People: _____ Maximum: 100

For access, please contact management a few days prior to your event to get access code.

III. SPECIFIC REQUIREMENTS

Please provide the following information:

- | | | |
|--------------------------|--------------------------|---|
| YES | NO | |
| <input type="checkbox"/> | <input type="checkbox"/> | Food will be served/consumed. <i>All food/drink <u>must</u> be removed after event.</i> |
| <input type="checkbox"/> | <input type="checkbox"/> | Beverages will be served/consumed. SPECIFY: Soda/Beer/Wine/Mixed Drinks |
| <input type="checkbox"/> | <input type="checkbox"/> | This event will be catered. <i>If yes, list of all equipment to be used <u>must</u> be attached.</i> |
| <input type="checkbox"/> | <input type="checkbox"/> | Decorations will be used. <i>If yes, list of all decorations to be used <u>must</u> be attached.</i>
<i>Please note: NO signs or decorations may be affixed to Monticello Woods signage, signposts, or clubhouse walls in any way. Nothing should be taped, pinned or any other method attached to the clubhouse walls, ceilings, or furniture. Any damage may result in loss of security deposit.</i> |
| <input type="checkbox"/> | <input type="checkbox"/> | Special/Additional equipment, furniture, items will be utilized. <i>If yes, list of all special or additional equipment, furniture, items to be used <u>must</u> be attached.</i> |
| <input type="checkbox"/> | <input type="checkbox"/> | Arrangements have been made for professional cleaning of the clubhouse after this event. |

Before leaving the event, Renter is responsible for returning furniture to original state, removing all trash from the clubhouse and grounds, removing all items brought into the clubhouse including but not limited to food, drink, decorations, equipment, etc., and ensuring that clubhouse is returned as found prior to the event. Garbage and trash must be removed from the premises and may not be placed in the pool trash cans at any time. Failure to remove trash could result in loss of a deposit.

Renter must be present throughout entire event (responsibility is non-transferable).

IV. REQUIRED FEES

Separate checks are required for the Rental Fee and Security Deposit and should be made payable to Monticello Woods Homeowners Association, Inc.

Rental Fee: \$50.00: Security Deposit: \$100.00

Security Deposit check will be shredded, and email sent confirming check shredding within forty-eight (48) hours after passing post-event inspection of the clubhouse and grounds.

V. RENTER AGREEMENT

I, the "Renter," affirm therefore that I am a member of Monticello Woods Homeowners Association, Inc., am in good standing with the Association, and am aware of all requirements and rules regarding rental of the clubhouse. I agree to abide by and enforce all requirements and rules. Failure to do so may result in the loss of my rental privileges.

I verify that all information on this form is correct, and if subject to change will submit all changes to the Board of Directors or Association Manager prior to this event. I verify that I have submitted with this form all required fees and further agree to provide proof of additional services (i.e., professional cleaning) and/or insurance if applicable.

As a member of Monticello Woods Homeowners Association, I agree to hold Monticello Woods Homeowners Association, Inc. harmless for all damages, apparent or perceived, incurred by me, my family, guests, or invitees. I accept full responsibility for any damages to the clubhouse, the grounds surrounding the clubhouse, and all furnishings and equipment on the premises. Should any damages be found, I understand that I am fully responsible restoring the clubhouse to its original state at my expense. Additionally, as applicable or determined by the Board of Directors, I understand that the security deposit may be retained and applied to the Association's insurance policy deductible, and I may be responsible for the remainder of the deductible.

I understand that I am personally responsible for my guests and their conduct. Any personal injury incurred during the rental of the clubhouse is solely my responsibility, as I am the "Renter" of the clubhouse at the time of the incident.

I understand that should I cancel my clubhouse reservation less than 2 weeks before the event, I will forfeit any rental fees paid. Deposits are still refundable.

I certify that I understand and agree to all requirements of this rental.

"Renter's" Signature

___/___/_____
Date