

**GLEBE HARBOR-CABIN POINT  
ASSOCIATION  
Clubhouse Reservation Application and Rental Agreement**

Member Applicant's Name \_\_\_\_\_ Access Card Number \_\_\_\_\_

Mailing Address \_\_\_\_\_

Today's Date \_\_\_\_\_ Email \_\_\_\_\_

Day Telephone \_\_\_\_\_ Cell \_\_\_\_\_

Requested Event Date \_\_\_\_\_ Time: From \_\_\_\_\_ to \_\_\_\_\_ (see Terms & Conditions for times)

Type of Function and/or Event \_\_\_\_\_

Estimated number of people attending: \_\_\_\_\_

**Circle the facility you want to rent:** Call the Association Office at (804) 472-3646 for availability. For all events, a security deposit of \$250 is required. If no food or drink is involved, the deposit is reduced to \$100.

**Rotunda, Hough Lounge & Kitchen** - \$300 for up to 100 guests for a maximum of six hours, plus \$5 per guest over 100 up to a maximum of 130 persons. Estimated Cost: \_\_\_\_\_

**Rotunda & Kitchen** - \$225 for up to 100 guests for a maximum of six hours, plus \$5 per guest over 100 up to a maximum of 130 persons. Estimated Cost: \_\_\_\_\_

**Hough Lounge & Kitchen** - \$150 for up to 50 guests for a maximum of six hours, plus \$5 per guest over 50 up to a maximum of 60 persons. Estimated Cost: \_\_\_\_\_

**Small Event Rental** – The Hough Lounge may be rented for \$75 for small events (up to 25 people and lasting no more than 3 hours.)

Please sign and date this agreement below and return it to the Office Manager with the appropriate deposit and rental fee. Please write separate checks for the security deposit and for the rental fee.

**I have read and initialed all of the attached Terms and Conditions. By signing below I agree to abide by all of the conditions contained therein.**

Member Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

GHCPA Signature \_\_\_\_\_ Date \_\_\_\_\_

Security Deposit Received: \_\_\_\_\_ Rental Fee Received: \_\_\_\_\_

GHCPA Approved Special Conditions or Exceptions

## Terms and Conditions for All Rentals:

**Any Member or Associate Member over the age of 21 years** may apply to rent the facilities offered in this agreement.

**Rotunda and Lounge Rentals** are based on six hours of use. The Renting member will also be allowed up to three hours for setting up (night before or morning of), and three hours for cleanup, which may be done following the event or the following morning before the noon hour.

**Small Event Rentals** are allowed up to 2 hours immediately preceding the event for setup and 2 hours immediately following the event for cleanup.

**Set-up and clean-up times** are not part of the rental period. During such periods, the Clubhouse (including the Game Room) is open and may be used by owners, lessees, associates, and their guests on a non-interference basis.

**Rental includes** use of Dishes, Glassware and Silverware.

**Rental does not include** use of the Game Room, or the Swimming Pool, unless noted and approved by the GHCPA on this form. The following items are not included with rental of the facility: linens, candles, paper and plastic ware, or use of the piano/organ.

**If alcohol will be served or consumed during event**, the Renter must comply with ABC rules and identify an ABC Manager who will be present for the entire event.

- If a Member is serves as the ABC Manager, the GHCP Association's ABC license covers the event.
- If a person other than a Member serves as the ABC Manager, the Renter must obtain an ABC banquet license for the day of their event. The link to do so online is:

<https://www.abc.virginia.gov/licenses/get-a-license/banquet-licenses>

Smoking, including electronic smoking or vaping, is not allowed.

Only service animals are permitted in the facility.

Vehicle parking must be at the parking lot surrounding the Clubhouse or on the road. No vehicles are allowed on the playground or other areas without permission of the Office Manager or Property Manager.

Guests attending a private event may use the pool during normal pool hours providing the renting member requests pool access on their application and notifies the Pool Manager at least 48 hours in advance of the number anticipated guests using the pool. Normal rules regarding usage of the pool facility apply. Wet bathing suits are not allowed in the clubhouse.

**Renting Member Initials** \_\_\_\_\_

**Renting Members are expected to be present throughout the event, and are responsible for the actions listed below. If the Renting Member will not be present for the entire event, a responsible adult named by the Renting Member and acceptable to the Clubhouse Manager may be designated to accept these responsibilities on the Member's behalf.**

- Compliance with local laws and ordinances, pertaining to alcohol and noise disturbance;
- Contacting law enforcement authorities if any guest acts in a manner to endanger one's self or others, or intentionally damages property, or causes physical harm to another person;
- Taking appropriate steps to help ensure that immediate neighbors are neither inconvenienced nor disturbed;
- Ensuring that the volume of noise and/or music is sufficiently low as to be inaudible from the middle of the street in front of the Clubhouse with the Clubhouse doors closed;
- Ensuring all activities cease no later than 11 pm unless noted and approved by the Clubhouse Manager on this form;
- Reading and initialing the attached Guidelines For GHCP Clubhouse Rentals and the Clubhouse Rental Checklist;
- Paying deposit and rental fees.

The Office Manager or Property Manager may check to assure that all rules are being followed. Any violation of rules may result in immediate eviction from the property and forfeiture of any deposit and rental fees.

**Rental Agreement and Booking Confirmation:** A rental agreement and a security deposit must be received and approved by the Clubhouse Manager before a booking is confirmed. Once confirmed, the required rental fee must be paid in full at least 7 days before the event.

**Amount of Security Deposit:** A security deposit of \$250 is required unless there is no food or drink involved, in which case the security deposit is reduced to \$100.

**Review of Property Condition before/after the Event:** Walkthroughs will be conducted prior to and following the rental date with the Renting member and the Office Manager or Property Manager. Notes will be made of existing damage and to identify any new damage that is observed in the post-rental walk through. Digital photographs may be used to document conditions before and after rentals.

**Return of Security Deposit:** The deposit will be returned in full upon completion of a satisfactory post-event inspection by the Office Manager or Property Manager. All facilities will be left in the condition received, i.e., facilities will be cleaned and dishes and silverware will be washed. If additional cleaning or repairs are required to return to pre-event condition, those costs will be deducted from the deposit. The Facilities Committee Chair or GHCPA Vice President will determine whether the amount of the security deposit is to be returned. If those costs exceed the deposit, the member renting the facility is responsible for the difference.

**Renting Member Initials**\_\_\_\_\_

## **GUIDELINES FOR GHCP CLUBHOUSE RENTALS:**

**Refrigerators** may be used during your event but any spills must be cleaned up and both refrigerators must be wiped down after use. All food and any leftovers must be removed, unless prior arrangements have been made with the Clubhouse Manager. If the refrigerator ice maker is used, please be sure it has been cut off once it is full.

**Stove tops:** These are glass ceramic tops. Please follow the posted directions for their use, and consult the Clubhouse Manager if you have questions. Ovens are intended for warming or reheating food prepared elsewhere. If spills or other conditions require deep cleaning of the ovens after your event, there will be \$50.00 charge.

**Dishwashers:** Please read and follow the posted instructions. As noted, if you use both dishwashers, the must be started 5 minutes apart. All clubhouse dishes must be put away, and any personal items should be removed from the clubhouse.

**Microwave:** The Microwave must be clean and wiped down.

**Counter tops:** All counter tops must be wiped down with a disinfectant or all-purpose cleaner.

**Floors:** They can be vacuumed or swept clean. The tile floors to be washed if necessary. Any stains or spills on carpet need to be cleaned as soon as possible and must be reported during the post-event walk through. .

**Kitchen Towels:** If clubhouse towels or cloths are used they must be washed, folded, and returned to the clubhouse.

**Cleaning Supplies:** Basic cleaning supplies and tools are available for your use in the clubhouse, including brooms, mops, a vacuum, trash bags, all-purpose cleaners, and glass cleaner.

**Paper Supplies:** Paper supplies for the restrooms (toilet paper, paper towels for drying hands) are provided, as are two rolls of paper towels in the kitchen for incidental use. If you anticipate needing more paper products for your event, you should plan to bring them with you. The Clubhouse Manager will show where cleaning supplies are stored.

**Trash Removal:** All trash must be bagged and put in the trash bins located behind the clubhouse.

**Thermostats:** Thermostats must be reset as indicted on the posted seasonal instructions.

**Walk-Through Inspections:** The renting member and Office Manager (or designee) will conduct a walk-through inspection of the facilities to be rented before and after the event, using the attached checklist and the standards established in these guidelines. It is the responsibility of the renting member to arrange contact the Office Manager (or designee) to arrange for each walk through.

**Renting Member Initials** \_\_\_\_\_

**WALK THROUGH CHECKLIST (Pre-Event)**

Refrigerators are clean; no leftover food except as noted below.

Stove Tops & Ovens are clean.

Dishwashers are empty and clean.

Microwaves are clean.

Counter tops are clean and have been wiped down.

Any kitchen towels or cloths that have been used have been washed and returned to the clubhouse.

The Kitchen floor has been swept and moped.

Rotunda floors (if used) have been moped and vacuumed.

Tables in the Rotunda (if used) have been wiped down.

Lounge floors (if used) have been vacuumed.

Glass table tops have been cleaned (with window cleaner).

All trash has been removed to the cans located behind the clubhouse.

Thermostats have been reset.

Any stains on carpet or furniture have been noted, and any other damage has been discussed with the Office Manager.

Name of Renting Member\_\_\_\_\_

Date of Pre-Event Walk Though\_\_\_\_\_

Renting Member Signature\_\_\_\_\_

Office Manager (or designee)\_\_\_\_\_

Notes:

**WALK THROUGH CHECKLIST (Post-Event)**

Refrigerators are clean; no leftover food except as noted below.

Stove Tops & Ovens are clean.

Dishwashers are empty and clean.

Microwaves are clean.

Counter tops are clean and have been wiped down.

Any kitchen towels or cloths that have been used have been washed and returned to the clubhouse.

The kitchen floor has been swept and moped.

Rotunda floors (if used) have been moped and vacuumed.

Tables in the Rotunda (if used) have been wiped down.

Lounge floors (if used) have been vacuumed.

Glass table tops have been cleaned (with window cleaner.)

All trash has been removed to the cans located behind the clubhouse.

Thermostats have been reset.

Any stains on carpet or furniture have been noted, and any other damage has been discussed.

Name of Renting Member\_\_\_\_\_

Date of Post-Event Walk Though\_\_\_\_\_

Renting Member Signature\_\_\_\_\_

Office Manager (or designee)\_\_\_\_\_

Notes: