



3421 Hawthorne Avenue • Richmond VA 23222 • (804) 321-1659
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EVENT RENTAL AGREEMENT

Name of Renter: _____

Address: _____ Phone: _____

LGRA Member: _____ Sponsor if not a member: _____

Date/Day of Event: _____ E-Mail: _____

Room location/tables/chairs etc:

- Ginter Room
- Kitchen
- Auditorium
- Board Room
- Tables needed: *How many:* _____
- Chairs needed: *How many:* _____

Type of Event: _____

Time of Event: _____

Exact time needed for Rental: Consider decorating time, room arranging, deliveries, the actual event, removal of decorations, clean-up, emptying trash, and returning room(s) to original condition.

If the event is cancelled sixty (60) days prior to the scheduled date, a full refund of the Deposit will be returned. If an event is cancelled after 60 day up to 31 days before the scheduled event, one-half (1/2) of the cost of the event or one-half (1/2) of the Deposit will be forfeited, whichever is the smallest. If the scheduled event is cancelled 30 days or less, the full deposit or the full cost of the event will be forfeited whichever is the smallest.

Full payment for the Rental charge must be paid no later than fourteen (14) days before the scheduled event. Failure to pay for a scheduled event within the fourteen (14) days may result in forfeiture of the Renter's full deposit or the full cost of the event, whichever is the smallest.

Deposit: \$ _____ Check# _____

*No space is guaranteed until LGRA is in receipt of the DEPOSIT. **The Deposit is separate from the rent.***

Rent + Janitorial (see price list) : _____ Check# _____

Date Rent Due : _____

A signed Agreement and full payment is due 14 days before the scheduled Event.

The renter agrees to indemnify the Association and save it harmless from any injury, damage, liability, judgments, or loss of any kind arising from the use of the Associations premises and facilities.

Renters Signature

FACILITY RULES AND REGULATIONS

1. Closing time is Midnight. Cleanup should begin early enough so all persons will be off the premises by Midnight.
2. This agreement is made for use of the indoor space as designated in the agreement. It does not include the pool area, porches, yards, street, or neighboring property.
3. No Tape, Nails or Tacks will be used on the building walls.
4. The Renter is responsible for room setup and cleanup.
5. The Renter must return the room(s) and furniture to its original setup after cleanup.
6. Music should not be so loud as to disturb any neighbors.
7. THERE IS NO SMOKING IN THE BUILDING. A cigarette butt container is located on the south side of the building.
8. A smoke or bubble machine is not permitted in the building.
9. A building sitter MAY be assigned for the event.
10. **The area should be cleaned and trash emptied before departure.**
11. An inspection of the building and grounds will be made the next work day to determine if the Deposit will be returned. The deposit will be returned no later than one week after the event, if everything was left as requested.
12. Specific Cleaning Instruction Includes:
 - * Clear all food, drink, trash, decorations, etc. from the rental area, including the outside area such as the entry hall, porch, and yard.
 - * All liquid spillage will be mopped and cleaned to protect wooden floors.
 - * Kitchen counters, sink, stove, refrigerator, kitchen floor, cupboards, etc will be cleaned if used.
 - * Restrooms will be checked and trash emptied. Any messes will be cleaned.
 - * All floors will be dust mopped. A dust mop will be provided to the Renter.
 - * All trash will be removed and placed securely in the trash container along the building. Plastic trash bags and containers will be supplied by the Association.
13. Secure the building before departure:
 - * Close any windows opened.
 - * Turn off all lights and fans.
 - * Lock all doors.
14. Use of a facility telephone is not included in the rental agreement so it is encouraged that the Renter or someone responsible has access to a cell or mobile phone in case an emergency arises.
15. Return all keys and security paraphernalia to the Facility Director the next business day.
16. The Renter is responsible for adhering to all applicable Virginia ABC regulations and must obtain the necessary ABC License. You may go online...<https://ebusiness.abc.state.va.us/eLicense/controller>
17. The Renter agrees to be responsible for any damage to the building or other property of the Association caused by them or any of their guests in connection with the above event.

THE RENTER HAS READ AND AGREES TO THE CONDITIONS SET FORTH IN THIS AGREEMENT.

Cathy Yohai - Facility Director

(Renter)

(Date)