

# VICTORIA BAY HOMEOWNERS ASSOCIATION CLUBHOUSE RENTAL AGREEMENT

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Date: \_\_\_\_\_

Name of Homeowner(s): \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_

Telephone: \_\_\_\_\_

Date of Rental: \_\_\_\_\_

Time of Party (From): \_\_\_\_\_ (To): \_\_\_\_\_

Number of Attendants: \_\_\_\_\_

**Deposit: \$100.00**

**Rental Fee: \$20.00**

The clubhouse facilities may be rented for private parties sponsored by Victoria Bay Homeowners. All clubhouse rentals are limited to the hours of 8:00 A.M. to 1:00 A.M. with a maximum attendance of 100 people. For every 10 guests under the age of 25 years, an adult over the age of 25 must be present. The clubhouse is a non-smoking facility and the Victoria Bay Homeowners Association, Inc. reserves the right to grant or deny rental of the clubhouse. In scheduling use of the clubhouse, the Association functions shall take precedent over private parties. The sponsoring homeowner(s) must be present for the duration of the party. **(If the pool is going to be used in conjunction with the clubhouse for your event, a lifeguard will be required to be on site for a total of 10 guests or more.)** Please contact Swim Club Management Group for details:

Swim Club Management Group, Inc.  
16511-D Northcross Drive  
Huntersville, NC 28078  
704.766.2726 ext.101  
[www.swimclubmanagement.com](http://www.swimclubmanagement.com)

If any alcoholic beverage is served, homeowner(s) must provide proof of host liquor liability insurance with combined single limit coverage of \$1,000,000 with respect to injuries, deaths or damages. This may be accomplished through a general liability or excess liability (umbrella) rider to the homeowner's policy, or through a separate policy, provided that the rider or additional policy specifically covers host liquor liability. Proof of such insurance must be delivered to the clubhouse committee at least one week prior to the clubhouse rental or this rental agreement is subject to automatic termination by the Association.

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If any alcoholic beverage other than unfortified wine or beer is served, or any alcoholic beverage is sold, homeowner(s) must also obtain a limited special occasion permit or such other permit required by the North Carolina ABC Commission.

Each homeowner(s) is responsible for cleaning the clubhouse after the party per the attached checklist. A complete inspection will be conducted the morning after each party and confirm that keys were returned. The Committee will then release the deposit.

The rental fee is \$20.00 with a refundable deposit of \$100.00. The Clubhouse Committee requests that you send in two separate checks - one for the fee and one for the deposit. If the clubhouse is left clean and undamaged, the deposit check will be mailed back to the homeowner(s), or destroyed, at the homeowner's option.

I am using the pool facility and have contracted necessary lifeguards with the pool management company. (Initials) \_\_\_\_

No liquor, other than beer or wine, will be served at the subject event (Initials) \_\_\_\_

OR

Liquor is to be served and I have obtained necessary forms and submitted them. (Initials) \_\_\_\_

I/We, the homeowner(s) have read and is/are familiar with the provisions of the above Agreement and the Rules of the facilities, and agree/s to comply with the same.

\_\_\_\_\_  
(Homeowner Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Homeowner Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
Name of Homeowner/Host:

\_\_\_\_\_  
Date of Event:

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The Association does not provide a cleaning service after each event. Several events may be booked back- to-back in the clubhouse. Therefore, it will be necessary for the homeowner to leave the facility clean. Otherwise, you will be responsible for the cost of the additional cleaning service. Your fee pays for the management company coordination services, the follow-up inspection and periodic cleaning and supplies. The Association will provide a thorough cleaning service several times a month.



## CLEAN-UP CHECKLIST

- ❖ Bathrooms clean. No trash or water on the floor.
- ❖ Lock Bathroom doors leading into clubhouse
- ❖ Kitchen cabinets and counter tops clean.
- ❖ Refrigerator clean and empty. Sinks clean. No food or drinks left behind.
- ❖ Tables left clean and all furniture in its place.
- ❖ Floors clean. Tile mopped if spills occurred and carpet vacuumed.
- ❖ Surrounding grounds in order.
- ❖ Inspect general overall condition of facility.
- ❖ Empty trash cans and deposit garbage in the large roll-away containers.
- ❖ Alarmed doors and windows closed and locked. Alarm set.

Comments:

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Date Inspected: \_\_\_\_\_ Signature: \_\_\_\_\_