



Chimney Hill Community Association



800 Chimney Hill Parkway, Virginia Beach, VA 23462
Office (757) 463-3805 Fax (757) 463-5266

CLUBHOUSE RENTAL AGREEMENT/Pool Closed

DEPOSIT: \$300.00

CLUBHOUSE: \$ 50.00 per hour

All payments are due at the time of reservation
(MONEY ORDER or CASHIERS CHECK ONLY)

Deposit _____ + Rental _____ = _____

*If pool is uncovered you will be required to pay for one lifeguard @ \$18 per hour

Homeowner's Name: _____

Homeowner's Address: _____

Home Phone: _____ Cell/Work Phone: _____

Email: _____

Reservation Date: _____

Type of Function: _____

Approximate Number of Guests: _____

******Maximum capacity of clubhouse not to exceed 49 people******

Reservation Hours: Begin: _____ am/pm End: _____ am/pm

RULES & REGULATIONS

KEYS and CHECKLIST:	Acknowledged with Initials
A staff member of the Association will meet you 30 minutes prior to your party to give you keys for the gate, clubhouse, and dumpster.	
Home owner was given check list to complete at end of event with instructions on how room should be left, room was given to the renter in good condition with no issues, if any issues they will be noted on the back of this form.	
CLUBHOUSE:	Acknowledged with Initials
No adhesive materials or nails applied to walls, doors or windows.	
Smoking is not allowed in the clubhouse or within the gated area.	
Clubhouse capacity is 49 per fire code and may not be exceeded.	
POOL:	Acknowledged with Initials
After the pool closes, no person on the premises is allowed to enter the main or wading pool enclosure. Failure to follow this rule could result in cancellation of your function. If damages occur to the pool and/or surrounding areas, this could result in loss of security deposit as well as additional charges.	N/A
PAYMENT:	Acknowledged with Initials
A \$300 deposit in the form of money order or cashiers check is required at the time of reservation. The deposit will be returned to the renter once a final inspection has been completed within 5 business days, pending no damage/money due.	
A clubhouse rental fee of \$50.00 per hour must be paid prior to the event.	
GENERAL RULES & REGULATIONS:	Acknowledged with Initials
The homeowner must be in good standing- all dues paid and no open violations	

The homeowner of record must be present during set up, function, clean-up and lock-up.	
No boisterous conduct	
No disturbing noises or loud music after 11 p.m. Virginia Beach Police have the authority to enforce this rule if necessary.	
No unlawful activity. No drugs of any type. No weapons allowed.	
No glass containers allowed in the clubhouse or gated area.	
Homeowner may set up the day of the party 30 minutes prior to start time.	
Evening parties must be concluded by 11:00 p.m., including cleanup.	
Cleanup must be completed promptly at party end time, supplies to be furnished by renter. Trash must be put in dumpster in parking lot.	
The party and all attending patrons must remain inside the recreation enclosure for the duration of the party. All vehicles must be parked in designated parking areas.	
Everyone is prohibited from charging guests admittance to your function.	
Everyone is prohibited from selling food or beverages on premises, including parking lot.	
Grills are not allowed.	
Alcohol is not allowed. Everyone is prohibited from selling, consuming or possession of alcohol on premises, including parking lot.	
Any damages or violation of rental agreement will result in party closure, loss of part/whole security deposit, and loss of future rental privileges.	
Police officers, Board of Directors members or office staff may drop in and close down any function that is too loud or in violation of any rules. CHCA management/Board will support any such decision in all cases.	
The renter is responsible for cleaning after the party. Deductions from the deposit will result for failure to clean or any damages, including flooring. If any damage exceeds the security deposit, the renter/homeowner will be billed the difference. It is the renters right to receive a copy of the receipt for which they are being charged. Attorney fees, if necessary, may apply	
The homeowner is responsible for securing the clubhouse, dumpster, and the entry gate after leaving the clubhouse area.	
The homeowner must drop the key and the completed check list in the office door slot immediately after the conclusion of your function	

In signing this rental contract, the homeowner agrees to all rules and regulations, fees and deposits, and consequences for violation of this contract. Any violation of the rental contract will result in deductions from the security deposit.

Chimney Hill Community Association agrees to safeguard the deposit and return the deposit the next business day, if a party is cancelled or is completed without damage/violations. If a party is cancelled within two weeks of your party you will forfeit the lifeguard fee and Clubhouse rental fee, only the security deposit will be returned.

All necessary paperwork including contract, security deposit and any other requirements must be received two weeks in advance of scheduled event. Failure to pay these fees will result in party cancellation.

Signature of Homeowner _____

Date: _____

Homeowner is in good standing with the association: YES _____ NO _____

Staff/Manager Signature: _____



Chimney Hill **Community Association**



Clubhouse Refund Policy Acknowledgement

If your plans change, and you have to cancel your date, the entire amount paid will be refunded if you cancel more than 30 days in advance of the event. If the event is cancelled 15-30 days in advance of the event, half the deposit will be refunded, along with the rental fee and the lifeguard fee, and within 14 days of the event, the rental fee will be refunded, however the entire deposit will be retained as well as the lifeguard fee.

Print

Signature

Date

