CENTRAL CHESTERFIELD RURITAN CLUB, INC.
BUILDING RENTAL AGREEMENT
2230 GREY OAK DRIVE
NORTH CHESTERFIELD VA 23236
RENTAL OFFICER: 804-675-7822

NAME: _____
ADDRESS: _____
TELEPHONE NUMBER: _____

1. Maximum occupancy of building is 80 **PEOPLE**. This includes adults and children.
2. Building and grounds must be vacated by 12:00 Midnight per county ordinance.
3. No excessively loud noise or disorderly conduct allowed on the premises.
4. Building must be left clean, tables and chairs folded and stacked, kitchen and bathrooms cleaned, floors swept. **TWO PEOPLE should fold each table to prevent damage.**
5. Turn off all lights and make sure doors and windows are closed and locked when leaving.
6. Keys must be returned the day following your rental. Keys must NOT be duplicated, loaned or passed to anyone.
7. Upon arrival, inspect building for cleanliness, breakage and vandalism and report any problems to Club Rental Agent.
8. Central Chesterfield Ruritan Club is NOT liable for any damage or injury incurred while renting the property.
9. $100 will be refunded after Club Rental Agent has inspected the property and found to be in the same condition as rented.
10. Cancellation must be made 72 hours before rental date to receive a refund.
11. **GLASS BOTTLES are now allowed on the property – However if any broken glass is found anywhere on the property, you will forfeit your deposit. No tape stuck to walls or ceiling tiles. Note: Violating these rules could result in you forfeiting ½ or all of your deposit at the discretion of the Rental Agent.**
12. **NOTE: You MUST clean up the property the day of your function unless you have made prior arrangements in advance.**

NOTE: DEPOSITS WILL NOT BE RETURNED IF THE BUILDING IS NOT CLEANED AND ALL TRASHED REMOVED AND PLACED IN THE DUMPSTER OUTSIDE. YOU WILL BE CHARGED FOR DISCHARGED FIRE EXTINGUISHERS OR ANY OTHER DAMAGE CAUSED BY YOUR GROUP.

Purpose for Rental: _____ Date of use: _____ Times: _____

I have read and understand this rental agreement and will abide by all rules stated above.

_____ _____ _____
Printed Name Signature Date Signed

IN CASE OF EMERGENCY, CONTACT: Club Rental Agent at 804-675-7822
Police: 9-1-1 (Non-Emergency (804) 748-1251) Fire: 9-1-1 Rescue: 9-1-1

_____

For: Central Chesterfield Ruritan Club, Inc.

$200 Cash Security Deposit received on: _____ **$400 Rental Fee received on: _____**
Date **Date**

_____ _____ _____
Printed Name of Rental Agent **Signature** **Date**

I have received the $100 cash deposit refund: Signature: _____ Date: _____