

CENTRAL CHESTERFIELD RURITAN CLUB, INC.
BUILDING RENTAL AGREEMENT
2230 GREY OAK DRIVE
NORTH CHESTERFIELD VA 23236
CLUB HOUSE PHONE: 804-675-7822
RENTAL OFFICER: 804-675-4593

NAME: _____

ADDRESS: _____

TELEPHONE NUMBER: _____

NAME OF GROUP OR ORGANIZATION: _____

1. Maximum occupancy of building is 65 PEOPLE.
2. Building and grounds must be vacated by 12:00 Midnight.
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 and mopped. **TWO PEOPLE** should fold each table to prevent damage.
5. Turn off all lights, set thermostat to indicated temperature when leaving.
6. Make sure doors and windows are closed and locked when leaving.
7. Keys must be returned the day following your rental. Keys must **NOT** be duplicated, loaned or passed to anyone.
8. Upon arrival, inspect building for cleanliness, breakage and vandalism and report any problems to Club Rental Agent.
9. Central Chesterfield Ruritan Club is **NOT** liable for any damage or injury incurred while renting the property.
10. Anyone using the building for a longer period of time than specified will be charged an additional fee.
11. All deposits refunded after Club Rental Agent has inspected the property and found to be in the same condition as rented.
12. Cancellation must be made 72 hours before rental date to receive a refund.
13. **NO GLASS BOTTLES** on the property. No tape stuck to walls or ceiling tiles.
14. **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 804-675-4593

Police: 9-1-1 (Non-Emergency (804) 748-1251) Fire: 9-1-1 Rescue: 9-1-1

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

For: Central Chesterfield Ruritan Club, Inc.

Printed Name _____ Signature _____ Date _____

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