

VILLAGE AT TINKER CREEK
Clubhouse Rental Application
VATC Homeowner

Must be submitted and applicable fees paid within 5 (five) days of scheduling an event.

The application must be signed by the individual making the rental request, who accepts responsibility for supervision of the function in accordance with the VATC Clubhouse Rental Regulations and Rules as stated. The application will then be forwarded to Hall Associates, Inc. A copy will be returned to the applicant and will serve as the Permit.

Application Date		Individual Making Request (Lessee)							
Address of Responsible Party							Telephone		
Responsible Party Signature									
Purpose for Rental					Number of People Expected to Attend (Maximum Occupancy: 115)				
Event Date (s)	Please check day (s) needed:	Sun	Mon	Tue	Wed	Thu	Fri	Sat	
Hours: Entrance Time		Hours: Start of Activity				Hours: Exit Time (Must not be later than 11pm)			

Please Read "Regulations and Rules" for use of the VATC Clubhouse

I have read the Regulations and Rules for the use of the VATC Clubhouse and accept responsibility. I agree to a Rental Fee of \$50.00 for Monday through Thursday rentals and \$150.00 for Friday through Sunday rentals to be paid at the time the facility application is submitted..

A security deposit of \$75.00 is also due when application is submitted, to be paid separately from the rental fee. Security deposit will be returned within five days if agreement has been complied with and inspection of the Clubhouse is satisfactory following the event.

The lessee or user of the facility will hold the VATC Homeowners and all its agents and representatives harmless from any legal issue of claims resulting from use of the premises. The lessee must have insurance coverage to cover any personal and/or property claims resulting from the event. A copy of said policy must be available to Hall Associates, Inc. upon request. The lessee or user of the facility agrees to indemnify the VATC Homeowners for any damages as the result of the use of the premises.

I have read the Regulations and Rules and agree to act accordingly. The VATC Homeowners reserves the right to cancel any permission whenever, in its discretion, such cancellation seems advisable.

 Individual Responsible for Event (Signature)

 Date

For Office Use			
Description	Fee	Date Paid	Date Paid
Friday, Saturday, Sunday (7a-11p)	\$150.00		
Monday – Thursday (7a-11p)	\$50.00		
Security Deposit (separate payment)	\$75.00		

VILLAGE AT TINKER CREEK
Clubhouse Rental Rules and Regulations
VATC Homeowner

The Village at Tinker Creek (VATC) Clubhouse is available for lease as follows:

DAYS	FEE
FRIDAY, SATURDAY, AND SUNDAY (7A – 11P)	\$150.00
MONDAY – THURSDAY (7A – 11P)	\$50.00
SECURITY DEPOSIT (SEPARATE PAYMENT)	\$75.00

These fees will be paid anytime the clubhouse is reserved by an owner for a private event.

A security deposit of \$75 (paid by separate check) will be collected at the time Facility Application is filed. Security deposit will be mailed within five days if agreement has been complied with and inspection of the Clubhouse is satisfactory following the event.

NOTE: Not any time and under any circumstances is the Clubhouse to be used for Personal/Private Business Purposes.

The Clubhouse will be reserved on a definite basis only upon receipt of all of the rental fees.

The lessee shall not injure, mar, or in any manner deface the premises. **The use of nails, tacks, tape, or staples on the tables, chairs and walls is prohibited. The use of balloons, any type or configuration are totally prohibited.** No Clubhouse property of any kind shall be removed from the premises. No smoking is permitted inside the Clubhouse. No pets are allowed in the clubhouse. **If furniture is moved in the Great Room or the Living Room, then the furniture must be put back in original place**

1. All activities and actions will conform to governmental laws and regulations concerning public meetings.
NOTE: Virginia State Law forbids anyone under 21 years of age to consume alcoholic beverages, and the lessee agrees that all measures necessary will be taken to insure that alcohol will not be consumed by anyone under age. The lessee assumes all responsibility for the actions of their guests or attendees at their event and/or damages or nuisances caused by attendees at their event. The lessee is responsible for obtaining and posting a banquet, banquet special event, mixed beverage, special event, or tasting (ABC license). Information and online forms are available at <http://www.abc.virginia.gov/licensing/banquet.htm>
2. The Clubhouse will furnish light, heat or air-conditioning and running water. The Clubhouse will be clean and ready for use by the lessee on date and time set forth on the contract. The Clubhouse shall be left in the condition to which it was found. All lights and ceiling fans shall be turned off when leaving. All thermostats will be returned to 68 degrees in the winter and 75 degrees in the summer.
3. The lessee shall be responsible for any damages and the cost to repair any item of furnishings, fixtures, equipment and plantings damaged during the period covered by the lease. In the event of damage the amount will be determined by the cost of materials and the hours of labor needed for repair.
4. The lessee shall be responsible for the removal of any litter inside or outside of building created during the period covered by the lease. All articles must be removed from the kitchen (including anything in the refrigerator) immediately following a function.
5. **Clean up must include: removing all of the decorations, cleaning up spills from the floor, sink, counter tops, table tops, Wash/Drying dishes and utensils, Wiping Down the oven and refrigerator. Vacuuming, and emptying trash in all cans with the final step being the removal of the trash from the premises.**
6. All dishes, glassware, flatware, serving pieces, coffee pots and appliances are the property of the VATC Homeowners and should the lessee wish to use these items, the lessee will be responsible for leaving them in the condition in which they were found.
7. The lessee will be responsible for any supplies or equipment brought in for use during occupancy. Any deep fryers should not be brought into or used inside the building and should be used outside in the grill area.
8. *The lessee will be held responsible for controlling the level of noise to the neighborhood. The noise ordinance goes into effect at 10:00pm nightly. Any Public address systems or other noises that could constitute a neighborhood nuisance or disturbance must end prior to 10:00 pm.*
9. Everyone must be out of the Clubhouse and grounds no later than 11:00 pm.
10. The VATC Homeowners Clubhouse committee reserves the right to terminate this lease agreement should the premises become untenable for any reason whatsoever, in which case the advance payments shall be returned to the lessee.
11. **Smoke detectors, Cameras and Alarm System are not to be tampered with for any reason.**
12. Arrangements for entry into the Clubhouse will be worked out between the lessee and the VATC Homeowners Clubhouse committee.
13. The VATC Homeowners Clubhouse committee reserves the right to approve or disapprove any group, organization, or person it would deem inappropriate to use the Clubhouse and grounds.
14. Any exceptions to these rules must have approval of VATC BOD and/or Property Management Association.
15. **After the rental event, a member of the VATC Clubhouse Committee will check the clubhouse utilizing the at a glance checklist. The checklist must be completely filled out and signed to insure it has been restored to prior condition and the renter will be eligible for a refund of their security deposit.**
16. **If there is a power failure, at the Clubhouse, the Clubhouse is immediately considered to be closed to the public. The rentals fees and deposit will be refunded due to the unforeseen circumstances.**
17. **Failure to follow guidelines, causing damage, or failure to clean the facility as prescribed, may result in the homeowner's opportunity to rent the clubhouse being revoked. Which will be discussed on a case by case basis by the VATC BOD.**

Potential Additional Billing: _ All checklist items must be accounted for _ Trash left in Clubhouse ___ Trash or litter left on grounds or parking area

 _ Lack of cleaning up after the event _ Broken, scratched or marred tables or chairs ___ Other disregard of the premises

 _ Balloons found anywhere on the premises and yard. _ tape or adhesive found anywhere within the clubhouse

 _ Food particles or food containers left in kitchen, on floors or on grounds

If any infraction results in a need for repair, the renter will be sent the bill and charged for all repairs.

Post-Function Inspection (Next day following event) _____ Date _____

VATC Homeowners Clubhouse Subcommittee: _____ Date _____

Cancellation Policy *If a cancellation is necessary, please do so ASAP. Cancellation must be made online to Cking@hallassociatesinc.com or in writing to: Caryn King Assistant Association Manager, Hall Associates, Inc. PO Box 20468 Roanoke, VA 24018.*

In the event of a cancellation, we will work with the VATC homeowner to reschedule the event or refund monies paid.

Rev/Rev: APRIL 2025

VATC CLUB HOUSE CHECKLIST

Thank you for choosing the VATC clubhouse for your special event!

**In order to maintain our clubhouse for others, please ensure the following checklist is completed prior to departing.*

**Once you have signed and completed the list, please leave the form on the dining room table. This month's At-A-Glance Volunteer will collect the form, verify the condition of the clubhouse, and then notify Hall Associates for the return of your deposit.*

Thank you for returning our Clubhouse to the pre-rental condition in which you found it.

Our Club house contract adheres strictly to the NO balloons or tape rule, and doing so will result in the automatic forfeiting of your deposit.

Departure Tasks

- ☐ All floors cleaned of messy spots and vacuumed
- ☐ All toilets flushed with lids left up
- ☐ All dishes washed and returned to proper place
- ☐ Dishwasher emptied and dishes returned to original location
- ☐ Oven, countertops, and sink cleared of any spills
- ☐ All tables in living room and meeting room cleaned
- ☐ All "rental event food items" removed from refrigerator and clubhouse
- ☐ All inside furniture as well as deck furniture, returned to correct location as found
- ☐ All trash, including kitchen, bathrooms, and deck removed from clubhouse (*There is no trash pick-up for clubhouse.*)
- ☐ Propane tanks filled and one returned to the garage (*if used*)
- ☐ Both thermostats returned to 75° in summer and 65° in winter (*located in great room and living room*)

At a Glance Volunteer: _____

Month: _____

Contact # _____