

THE HARBOUR INN COMMUNITY CENTRE AGREEMENT
1417 Washington Drive, Stafford, VA 22554

AHPOA MEMBER? YES or NO

NAME: _____ PHONE No. _____

ADDRESS: _____ LOT No. _____

EMAIL ADDRESS: _____

TYPE OF EVENT: _____ EVENT DATE: _____

RENTAL START TIME: _____ RENTAL END TIME: _____

(Allow time for setup) (Allow time for cleanup)

All forms of loud sounds must STOP at 10pm. Building must be vacated by midnight.

ACCESS CODE: Desired four digit access code (PIN): _____ #

Please note that your access code will only be valid for the above stated times.

1. RENTAL FEE AND SECURITY DEPOSIT.

a. Facility Rental Fee. TOTAL RENTAL FEE must be paid at the time of booking the event. The rental fee will not always be refundable if a cancellation occurs. Refund specifications are listed below.

Weekend Reservations:

- | | |
|---|------|
| 1) If reservation is canceled more than 6 months before event | 100% |
| 2) If reservation is canceled between 6 and 4 months before event | 50% |
| 3) If reservation is canceled 4 months or less before event | 0% |

Weekday Reservations:

- | | |
|---|-----|
| 1) If reservation is canceled 3 months or more before event | 50% |
| 2) If reservation is canceled less than 3 months before event | 0% |

Initial here to agree to refund terms: _____

b. Security Deposit. The security deposit serves to cover damage to the facility and/or excessive cleaning requirements. The security deposit must be paid at least 14 days prior to the event and may be refunded in the form of a check within 15 days after the facility is inspected. All or an appropriate portion of the security deposit will be forfeited if renter fails to abide by the attached rules and restrictions for the Harbour Inn Community Centre facility. _____ **(Initial)**

2. COMMUNITY GROUPS.

A youth group, e.g. Brownies, Girl Scouts, Cub Scouts, Boy Scouts etc., must be sponsored by a sanctioned Aquia Harbour organization, e.g. Aquia Host Lions, Aquia Evening Lions, Aquia Harbour Yacht Club, Aquia Harbour Women's Club, in order to reserve space at the Harbour Inn on a no more than a bi-weekly basis. Membership of the youth group must be made up of at least ten or more members, 60% or more of whom will be Aquia Harbour residents. All youth group usages will take place Monday through Thursday from 9 a.m. to 6:30 p.m. Sponsoring organizations will sign the attached Harbour Inn Community Center Agreement annually, acknowledging approximate size of youth group, that 60% or more of the group's members will be Aquia Harbour residents, the group's meeting hours and the sponsoring organization's responsibility for any damages incurred. The youth group leader will receive and acknowledge a copy of same. The sponsoring organization representative need not be present at all youth group meetings.

3. NON-AHPOA MEMBER GUESTS.

On the day, call 540-659-4600 to notify the AHPOA front gate of any non-residents who will be attending the event.

4. CATERING.

Catering services are available from the Clubhouse Restaurant. Call 540-288-0091 or visit their website at https://clubhouseataquiaharbour.com/.

5. EVENT DETAILS.

The setup diagram must be submitted to the business office at least two weeks prior to the event.

The room setup diagram is due by the following date _____ (date to be filled in by office).

Facility maximum occupancy is 149 people.

Tables available: 6 Rectangular (30" x 96") 16 Round (60" diameter) Chairs available: 145

of guests expected: _____

of tables required: _____

of chairs required: _____

Please check the appropriate box below and initial

NO ALCOHOL _____ (Initial)

ALCOHOL – Proof of insurance (due at least two weeks before the event) and additional security deposit required. _____ (Initial)

* Fireplace required? _____

* Use of fireplace requires an additional fee of \$50.00, payable in advance

The following individual certifies by signing this form that they have read this agreement and the Harbour Inn Community Centre rules and they agree to abide by all rules governing the use of the Harbour Inn Community Centre facility. The AHPOA does not accept responsibility for items left in the facility and it reserves the right to deny a reservation(s) with or without cause.

The reservation is not confirmed until management has signed all forms, rental fee has been paid and all forms are co-signed/initialed. No reservations will be taken by FAX or email.

X _____ Renter's Signature _____ Date

BUSINESS OFFICE ONLY:		TOTAL DUE: \$ _____	
ALCOHOL	Alcohol at Event? <input type="checkbox"/> Yes <input type="checkbox"/> No	Rider Submitted? <input type="checkbox"/> Yes <input type="checkbox"/> N/A	
FEE RATE Rental Fee: \$ _____	Security Deposit: \$ _____	Fireplace Fee: \$ _____	
Rental fee: \$ _____	Security Deposit: \$ _____	Fireplace fee: \$ _____	
Due by: _____	Due by: _____	Due By: _____	
Paid on: _____	Paid on: _____	Paid On: _____	
Credit Card/	Credit Card/	Credit Card/	
Check/Receipt No.	Check/Receipt No.	Check/Receipt No.	

X _____ Manager's Signature _____ Date Confirmed

_____ AHPOA Member in Good Standing? _____ Entered on Harbour Inn Calendar _____ Alarm Code Entered

THE HARBOUR INN COMMUNITY CENTRE

In all cases, at the end of the event, the facility must be tidied and trash removed.

Rental Fee is required at time of booking to confirm the reservation.

See the Harbour Inn Community Centre Rules for Additional Restrictions

Maximum Occupancy is 149

	Security Deposit	Rental Fee	Restrictions
AHPOA Member	\$300.00 No alcohol \$500.00 With alcohol	\$500.00 Friday - Sunday \$200.00 Monday - Thursday \$100.00 discount on two-day rental	Fee includes setup of tables and building cleanup. See Rules for additional information. Renter must be an AHPOA member in good standing.
Non AHPOA Member	\$500.00 No alcohol \$700.00 With alcohol	\$800.00 Friday – Sunday \$500.00 Monday - Thursday \$100.00 discount on two-day rental	Fee includes setup of tables and building cleanup. See Rules for additional information.
Aquia Harbour Sanctioned Group – Event catered by the Country Club	\$125.00 One time fee - retained on file	\$75.00 All events Friday through Sunday	1. Requests must be submitted in writing and be approved by the AHPOA. 2. Setup and cleanup by the organization.
Aquia Harbour Sanctioned Group - Event self-catered	\$125.00 One time fee retained on file	\$75.00 All events Friday through Sunday	1. Requests must be submitted in writing and be approved by the AHPOA. 2. Setup and cleanup by the organization. 3. Events involving the sale of alcohol must be licensed through the Virginia Alcoholic Beverage Control Authority (ABC).
Classes/Meetings – Non-AHPOA Member/ Organization	\$200.00	\$200.00 per day One or two days only	1. Weekdays only. 2. Fee includes setup of tables and building cleanup.

HARBOUR INN COMMUNITY CENTRE RULES

Security cameras (no audio) are in use at this facility.

1. No alcohol at the event without payment of the additional security deposit and insurance documents.
2. No smoking or other use of tobacco products of any kind in the building.
3. Appropriate attire required and no wet clothing allowed in the main building.
4. No loud or foul language and/or loud or foul music permitted.
5. No pets allowed in the building except for service animals specifically trained to aid a person with a disability.
6. **All TRASH** must be removed from the building immediately after the event. Do not put empty helium containers in trash cans.
7. All outside doors must be secured and lights turned off before leaving the building. The building key, if applicable, must be returned to the business office (drop box available next to the office front door) immediately following the event.
8. No furniture is to be taken outside the building.
9. Nothing attached to walls (i.e. tape, nails, thumb tacks etc.) and no glitter, confetti or fogging machines allowed in the building or outside in the parking or patio areas.
10. The kitchen, which includes the sink, oven/cooktop, microwave, refrigerator, cupboards and counters, must be left as they were found: empty of personal items, wiped clean and free of any loose debris.
11. The bathrooms, which includes the walls, floors, toilets and sinks, must be left as they were found: empty of personal items and wiped clean and free of any loose debris and bodily fluids.
12. Thermostats will be checked to ensure a setting of 74 degrees AC / 64 degrees Heat following the event.
13. All amplified sound or loud disruptions must STOP at 10pm.
14. Use is at your own risk.

Any violations of the above may precipitate loss of deposit and future use. The AHPOA reserves the right to terminate any event for cause.

Initial here to acknowledge that you have read and will abide by these rules: _____

AQUIA HARBOUR PROPERTY OWNERS ASSOCIATION

RESOLUTION NO. 18-05

Policy on Alcohol Liability Insurance

Adopted on June 27, 2018

Any person, persons or organizations renting, leasing or using property owned by the Association, including an amenity or a common area, for any purpose where alcohol is served, sold distributed or consumed shall, prior to approval by the General Manager for such rental, lease or use, provide liability insurance in an amount of one million dollars (\$1,000,000). Insurance policy must say **host liquor liability** is covered.

The insurance contract shall name as co-insured the Association and the person, persons or organization applying for the rental, lease or use of any property owned by the Association, including an amenity or common area.

A copy of the insurance contract with a copy of the appropriate ABC license shall be presented to the General Manager prior to approval for any person, persons or organizations to rent, lease or use any property owned by the Association, including an amenity or a common area, for the purpose as defined above.

This resolution of the Board of Directors shall be effective retroactively from the date approved by the Board of Directors for any prior approval given by the Board of Directors for such rental, lease or use of any property owned by the Association, including an amenity or a common area.

The Aquia Harbour Property Owners Association must be listed as a certificate holder on the Certificate of Liability Insurance. The Association's address is as follows:

AHPOA
1221 Washington Drive
Stafford, VA 22554