Agreement to lease the Greater First Colony Area Civic Association (GFCACA) Clubhouse

(125 Pasbehegh Drive, Williamsburg, Virginia)

Date of event: _____ **Lease start time:** _____ **Lease end time:** _____

Name: _____ **Phone number:** _____

Address: _____ **Email:** _____

Number of guests: _____ **Security deposit:** _____ **Rental fee:** _____

(due at time of reservation) *(due at time of reservation)*

Please read and initial each:

☐ The refundable security deposit and rental fee will be provided by me in two separate checks or one credit card payment along with this signed agreement.

☐ I understand I will recieve an access code to enter the building prior to my rental period.

☐ I will ensure the GFCACA Clubhouse is a **non-smoking** facility during my event and lease period.

☐ To ensure full refund of my deposit, I understand the Clubhouse is to be left clean and undamaged (see closing procedures) with equipment organized as found in the the storage closet.

☐ **I understand no decorations or items of any kind may be affixed with any type or kind of adhesive, bonding material, nails, staples, or tacks to any surface inside or outside the Clubhouse before, during, or after the rental period of this lease.**

☐ Prior to my depature at the end of the lease period listed above I will remove and dispose of all trash from all receptacles in the Clubhouse, and place it in the garbage coral outside the building. I will place new trash liners in all receptacles.

☐ I may cancel this event for any reason. I am entitled to a full refund of monies paid if I provide notice in writing via letter or email two weeks (14 days) prior to my event.

I confirm I am 21 years of age or older.

I agree to the terms and conditions in this GFCACA Clubhouse lease agreement.

_____

Name Date

Return this form with payments made by credit card using the QR Code. Members of GFC may make payments by check. Send to: Brian Unger 168 John Rolfe Ln Williamsburg, VA 23185

Email: firstcolonyclubhouse@gmail.com