

# South Riding Center Rental Contract - Main Level

42420 Unicorn Drive, South Riding, VA 20152 703-327-4390

**After hours, please call SFMC 1-888-980-8958**

The South Riding Center is available for rent to all homeowners in good standing and to non-residents. Rentals are limited to two quarterly. Rental fee and security deposit must be received in full along with the signed contract to reserve the building.

This contract is made between South Riding Proprietary (SRP) and the homeowner/non-resident (Renter).

Date: \_\_\_\_\_ Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: (\_\_\_\_) \_\_\_\_\_ Email Address: \_\_\_\_\_

Event Type: \_\_\_\_\_ Number of Guests: \_\_\_\_\_  
(Misrepresentation of Number of Guests will result in forfeit of deposit.)

Rental Date: \_\_\_\_\_ Rental Time: \_\_\_\_\_ (8 hours)  
(no later than 1am)

## Resident Rate:

_____ Great Room (75 capacity)	Rental fee: \$600	Security Deposit: \$600
_____ Main Level (150 capacity)	Rental Fee: \$800	Security Deposit: \$800

## Non Resident Rate:

_____ Great Room (75 capacity)	Rental fee: \$800	Security Deposit: \$800
_____ Main Level (150 capacity)	Rental fee: \$1000	Security Deposit: \$1000

*(Room capacities are based on the fire code for standing room only.)*

AV Equipment Usage Deposit  **Additional \$200** (Must be booked 2 weeks prior to event)

Rental Fee: \$ \_\_\_\_\_ Security Deposit: \$ \_\_\_\_\_

Date Paid: \_\_\_\_/\_\_\_\_/20\_\_\_\_  VISA  MC  Check # \_\_\_\_\_

\_\_\_\_\_ Resident in good standing

\_\_\_\_\_ Room Set-Up Received (due no later than seven (7) days prior to event)

Renter shall be entitled to use the Great Room/Main Level, balcony, restrooms and kitchen. No other areas are permitted for use.

Need more time? \$100/per hour will be charged at time of signing for additional hours after staff approval. You will forfeit your security deposit if you do not adhere to your contracted time. SRP shall not accept payments from any other party.

\_\_\_\_\_ Initials

## Rental Regulations

### Renter's Responsibilities

- Renter shall not charge attendees fees of any sort for admission, food, alcohol, or any other service or product.
- Renter listed on contract shall be present for the entire duration of the rental period and shall provide adequate supervision of his/her guests.
- Renter shall provide 1 chaperone for every 10 attendees or fraction thereof under the age of 18. Chaperones must be over the age of 21 and present always.
- The Renter and guests shall abide by the rules and regulations of SRP for the use of the premises.
- Renter and guests shall not congregate outside the facility anytime during or after the event.
- Parking is allowed in designated areas only, so as not to block neighbor's driveways.
- South Riding Center Great Room/Main level rentals may not use the pool. No wet bathing suits are permitted on the main level at any time.
- Event set-up and clean-up time is included in the eight-hour rental time. Set-up for the event may not begin before the contracted time on the day of the event unless prior approval is given.
- If you need to rent extra items from a rental company, the vendor will not be permitted to access the site before the contracted time. Rented items must be removed the night of your rental so please notify your rental company accordingly.
- All catering supplies and rental trash **MUST** be disposed of in the designated trash cans located outside of the building after the event. Renter is responsible for cleaning the rental area after use.
- Renter must comply with the Loudoun County noise ordinance: Noise level after 11:00PM must not be audible outside, which is incorporated herein by reference. Renter shall keep all doors and windows closed for the duration of the function to minimize the amount of noise which may be audible to the surrounding community.
- **Please note the South Riding Center is equipped with cameras for security and monitoring purposes.**
- Renter must return Key to Town Hall on Monday. You will be charged a \$50 late fee, per day if returned late.

### Indemnification of SRP

- The renter bears full responsibility for his/her attendees; accordingly, Renter shall indemnify SRP, its Board of Trustees, officers, agents and employees against all defense costs and fees judgment liability arising from any claim or lawsuit brought by a third party arising out of the Renter's rental of the premises.

### Equipment and Furniture Set-Up

- South Riding Center rentals include the use of furniture (tables and chairs) as well as some Audio-Visual Equipment, to show slideshow presentations, if requested and paid for. Arrangements for room set-up must be received at least seven (7) days in advance of the rental and SRP Staff will take care of set-up.
- The South Riding Center kitchen is equipped with refrigerator, stove, double oven and microwave only.

### Decorations

- Only freestanding decorations are permitted. Decorations may not be taped, nailed, stapled or otherwise fastened to the walls. If anything is found attached in the room, it will result in the forfeiture of the deposit. All decorations must be removed from the rental site after the event.
- Glitter, confetti, rice, birdseed, and fireworks (including sparklers) are not permitted.
- The usage of candles and sterno food warmers will be permitted as they are in use for a short period.
- Moon bounces or other inflatables are not permitted in or on the property.
- Animals are NOT permitted (service animals are permitted).

### Before You Leave the Building

- To ensure the refund of your security deposit renters must leave rooms as found. Clean, neat and without trash anywhere. Trash must be disposed of properly in the outside trash and recycling bins provided.

### No Smoking Policy

- The South Riding Center is a NON-SMOKING facility.

### Breach of Contract

If Renter breaches any of his/her duties or damages the Properties, SRP reserves all rights including, but not limited to:

- Deducting from the security deposit for each specific violation.
    - **Management will conduct a post-use inspection of the Property and prepare a report that will note any breaches of contract and damages to property to include but not limited to**
      - **cleaning fee to address stains/spills - \$125**
      - **paint repairs - \$ 50-150**
      - **drywall repairs - \$ 500+**
      - **equipment damage - \$ replacement cost**
- If none, management will refund the security deposit to Renter within ten (10) days of the date of the event. Refunds are issued at the sole discretion of the Proprietary.
- Seeking payment of all costs and fees, including legal fees, more than the security deposit to rectify any tangible damage.
  - Revoking Renter's right to rent the facilities again. Refunds shall be made at the sole discretion of the Proprietary.
  - If Renter disagrees with management's determinations, they may contact the SRP General Manager at 703-327-4390.

**Booking and Cancellations**

- Bookings must be made at least 14 days prior to the event.
- If Renter wishes to cancel the contract, written notification must be provided to SRP 30 days prior to the rental date. In the case of such cancellation, SRP shall refund 100% of the rental fee and security deposit.
- If cancellation occurs 14 days prior to rental date, SRP shall refund 50% of the rental fee and security deposit.
- If cancellation occurs fewer than 14 days prior to the event, you will forfeit your rental fee and receive a refund of the security deposit.
- Special consideration may be given to extraordinary circumstances preventing the use of the rental properties. Refunds are issued solely at the discretion of the Proprietary.

**Incorporation of Legal Documents**

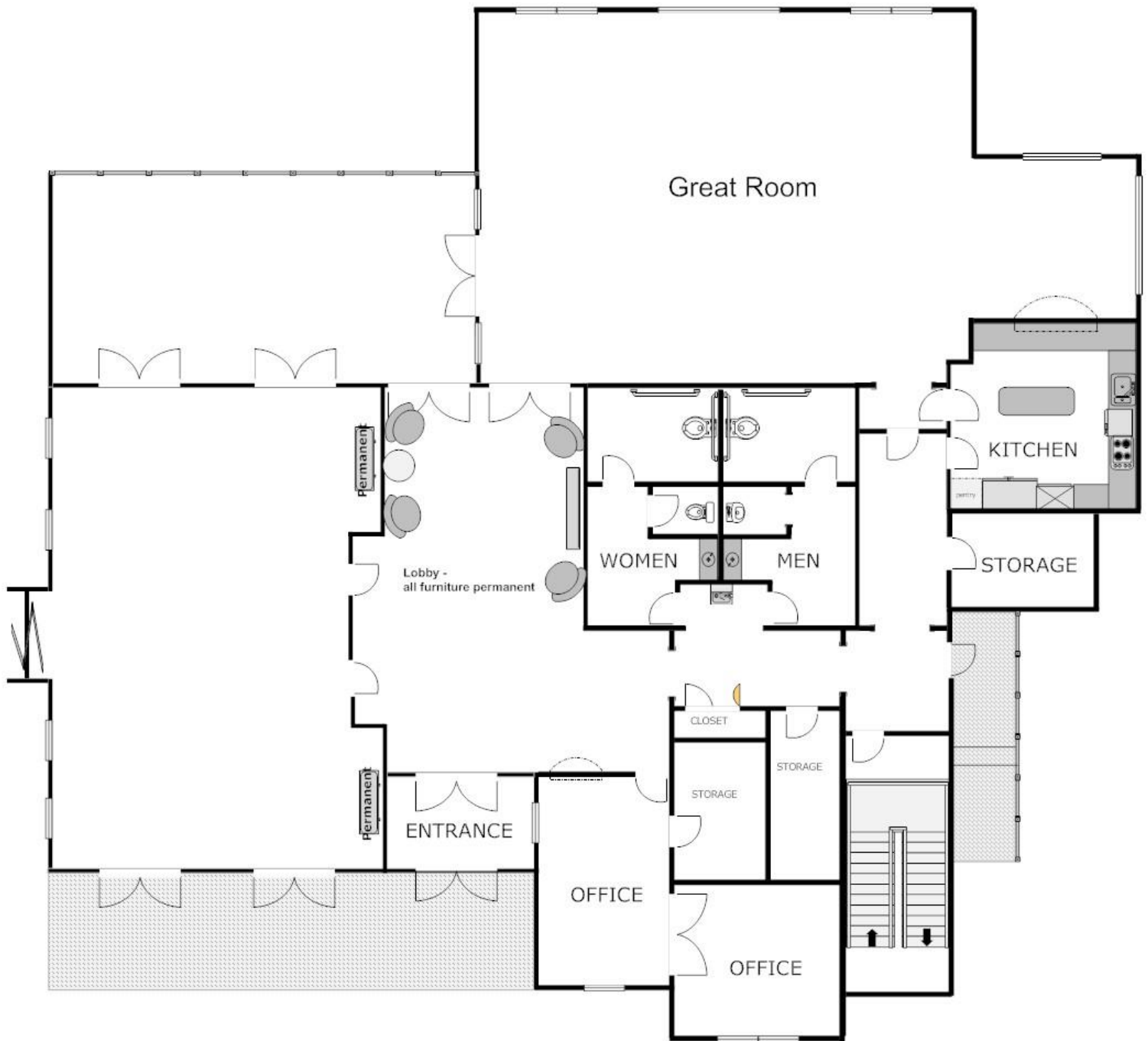
- All remedies for enforcement of the Declaration of Covenants, Conditions and Restrictions are hereby incorporated by reference. In addition, the Renter shall bear full responsibility of all attorney’s fees and costs incurred by SRP to enforce this contract. If SRP must seek legal action to recover damages more than the security deposit, all sums due shall bear interest at the rate of 18%, per annum.

*The signatory hereby certifies that he is/she is responsible for the event and its attendees. This contract is non-transferable. Please note the South Riding Center is equipped inside and outside with cameras for security and monitoring purposes.*

Renter Signature \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_

SRP Staff Signature (witness) \_\_\_\_\_ Date \_\_\_\_\_



**Furniture available to set up the room:**

- 12 5' round tables
- 12 6' rectangular tables
- 100 upholstered no arm chairs