



Nottoway River Country Club

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 Blackstone, VA 23824
 Tel: 434-292-4485
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FACILITY RENTAL RESERVATION AND CONTRACT

RENTER EVENT & INFORMATION

Renter Name			Event Date	
NRCC Member	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Event Time	to
Address			Phone #	
City, State			Zip Code	
NRCC Sponsor			Phone #	
Type of Function			# of Guests	
Will alcohol be served?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<p><i>If Yes, a VA ABC Board Permit must be obtained and posted.</i></p> <p>For information on VA ABC Board Permits, visit: https://www.abc.virginia.gov/licenses/get-a-license</p>	

FACILITY RENTAL FEES

Facility	Rental Fee	Security Deposit
Clubhouse	Member: \$275.00 Non-Member: \$375.00	\$75.00 (due at time of Agreement— This is not refundable, and the remaining balance is due 24 hours prior to the day of the event.)

RENTAL AGREEMENT

Rental agreement must be reviewed prior to signatures to allow for full understanding of the agreement between NRCC and individuals renting the facility.

Renter shall initial next to each item reviewed.

	The Rental Fee(s) is due in full 24 hours prior to the day of the event.
	The Renter agrees to pay the balance due and any additional charges for damages or losses incurred by the facility. If repairs or replacement costs exceed the security deposit, the Renter will be responsible for the excess amount.
	Renter must be an NRCC member to qualify for the discounted member rate. Non-member renter must have a member sponsor who shall be present for entire event. By signing this agreement, <u>the renter and/or sponsor will be the responsible party and must be present during the entire event.</u> Renter and all attendees must be in good standing of the club. The renter will review the attached list of members in bad standing, and verify these individuals are not on their guest list. Violation of these requirements may result in loss of deposit.
	Key for rental will be provided prior to set up and shall be returned within 24 hours following the day of the event.
	Room setup/decorating must be done the day of the event unless agreed upon otherwise.
	Facility must be properly cleaned and orderly immediately following the event unless otherwise agreed upon and no later than 10:00 am the following day.
	All folding chairs and tables must be placed back in closet following event.
	Sweep and mop floors.
	All kitchen items cleaned and put away. Dirty kitchen towels can be left on a pile on counter.
	Wipe down all surfaces.
	Restrooms, deck and patio areas shall be clean and orderly.
	All trashcans must be lined and all trash must be place in dumpster following the event.
	Cleaning supplies may be found under the kitchen sink and in the utility closet next to the kitchen.
	Clubhouse furniture, window treatments and wall hangings must not be moved without prior approval from the Clubhouse Chairman.
	Walls and ceilings shall not be defaced by using tape, staples, or thumbtacks. No tape on painted surfaces.
	No items attached to ceiling fans.
	All posted rules are to be followed.

	No rice or confetti. Bird seed may be used on the outside of facility only.
	Due to electrical requirements, music/DJ/Band equipment must be staged in designated area.
	Smoking is only allowed outside of building. Cigarette butts are to be disposed of in the receptacles provided. Butts should be picked up and disposed of if thrown on grounds.
	Guests are not permitted on golf course or putting green during event.
	Guests are only allowed in areas rented.
	Competent adult supervision must be provided for non-adult participants at all times.
	NRCC will not be responsible for any items brought onto NRCC property.
	A walk-thru will take place with the Facility Chairman (or designee) before and after the event. Any pre-existing damage should be noted on this agreement.
	NRCC will not be held liable for injuries or property damage/loss to participants of the event.
	Other:

AGREEMENT TO TERMS

I, _____, have read and agree to all terms in this agreement.
Print Renter's Name

Renter Signature: _____ Date: _____

NRCC Sponsor Signature: _____ Date: _____

Facility Chairman (or Board Member) Signature: _____

Date: _____

PAYMENT RECORD

Date	Amount	Check #	Payee	Balance Due
Beginning Balance:				

KEY ISSUE / RETURN

Date Key Issued	Issued By (print name & initial)	Issued To (print name & initial)
Date Key Returned	Returned By (print name & initial)	Returned To (print name & initial)