

VILLA ENCANTADA HOMEOWNERS ASSOCIATION
COMMUNITIES & ACTIVITIES CENTER RENTAL CONTRACT
1 Plaza De Tranquilidad NE, Albuquerque, NM 87109
505-823-9190

PLEASE READ THE ENTIRE CONTRACT CAREFULLY

All homeowners and tenants renting the VEHA facility must be 18 years or older. All current contact(s) information must be on file with the office. Tenants may not rent the facility without the written approval of the homeowner. Homeowners are responsible for any damages caused to the VEHA facility by their tenants.

The Association reserves the right to deny rental privileges to any owner or tenant if unit is delinquent in assessments, unit is in litigation, or anyone who has cause excessive damages to the facility in the past.

It is the responsibility of the renter to keep their appointments to sign the contract, turn in checks for deposit and rental fees, at least one week prior to renting the facility.

No liquor will be served. **No smoking** in the clubhouse. **Smoke free zone.** No admittance fee will be charged at the door.

Any damage(s) incurred during your function and/or cleaning that is not noted on the area of this contract prior to your function date will be considered part of your responsibility and charged accordingly. The status of the facility will be determined after you clean up. In case of back-to-back functions, it is your responsibility to make sure the facility is checked before the next function begins, so that you are not charged for cleaning or damage(s) done by the next event. The cost of cleaning and repairs will be taken out of the damage deposit after work is completed. Facility must be returned to general use by 10:00 a.m. the following day. Extension of time must be noted prior to your event, or subject to an additional \$25.00 charge. Damage deposit check will be returned to you after the function date, if the facility is in acceptable condition.

Arrangements for floral displays, catering, etc., must be arranged with the office prior to the event. Do not leave the clubhouse open and/or unattended. Fees may be charged for the day before setup or the day after for clean up.

VEHA, will not be responsible for damaged or stolen articles left in the facility prior to, during, or after the function.

CONDITIONS: I understand my deposit check will be returned, in whole or part, only if conditions of the contract are followed. I understand my liability is not necessarily limited to the amount of the damage deposit if additional expense is incurred or loss or damage to property has occurred as a result of my use or that of my guests. I accept full responsibility to maintain the facility in the same condition as it was when my reservation began. I agree to abide by all city ordinances and be present in the facility during the period any guest is present.

I understand parties must abide by the Albuquerque Fire Code and limited to **75 persons**, or be subject to fines for violation.

BRICK FLOORS: Use only cold water and white vinegar to clean up spills. **Do not use any wax or soap products.**

FURNITURE: Primary set-up remains the same. Long banquet tables may be moved to either main lounge or lower level. All furniture should be returned to original setting after event. **PLEASE DO NOT DRAG ANY FURNITURE ON FLOORS.**

VERTICAL BLINDS / CURTAINS: Please return all window coverings to their open positions.

WINDOWS/DOORS: Wipe off excess finger prints from windows and doors. Ensure the window in the lower room and the slider doors upstairs are locked upon leaving.

RESTROOMS: General cleaning. Should be left as found.

LIGHTING: Please turn off overhead lights; leave lamp on lobby chest and in lower room.

WALLS: Wipe off excess spills and finger prints with cold water only.

KITCHEN: Counters should be wiped down, sink cleaned. If used, the refrigerator and freezer should be cleaned with all items brought removed.

HEATER/SWAMP COOLER: Turn off swamp coolers or furnace before leaving.

TRASH DISPOSAL: Bring own large (40 gallon) trash bags.

MUSIC: Limited to small combos. Groups with large sound systems are prohibited. Keep doors closed during time of music playing. Radios, CD and/or MP players, please keep volume so tenants that live near by can not over hear your music.

DECORATIONS: Limited to tables and floor areas only. Wall decorations must not scare or tear plaster. Nails, over sized stick-pins, heavy duty tape may scare or tear plaster.

POOL AREA: Due to chemicals that are in the pool; water will damage the floors, carpet and furniture. During normal clubhouse events, entrance to the pool area is prohibited. Door to clubhouse to pool will remain locked at all times. Renting the pool for exclusive use is not permitted. The pool is for the homeowners' enjoyment and City of Albuquerque ordinance limits 32 persons in this area. Violating the limits could result in fines and the City could revoke our permit and close the pool.

COMMON GROUNDS: Police walkways, parking lot and grassy areas. Check for cigarette butts, food, paper, cans, bottles, glass, etc. Smoking is permitted outside of the clubhouse, please provide your guest(s) with a metal container that can be disposed of by you before you leave.

PARKING: Assign someone from your group to monitor parking. Parking in front of units is prohibited. Use clubhouse parking lot only. Association will not be responsible for any theft or damages to vehicles.

FIRE PLACE: FIRES ARE NOT PERMITTED. SUBJECT TO \$500.00, PLUS ANY DAMAGES.

SAUNA/SHOWERS: USE OF EITHER IS NOT PERMITTED. SUBJECT TO \$500.00 FINE.

\$300 Damage Deposit **\$200** Rental Fee _____ Date Received

_____ DATE OF FUNCTION _____ TYPE OF FUNCTION

Do you require access to facility prior to function: Date: _____ Time: _____

Will you have music? _____ Type: _____

Have you read and agree with the following terms? Please initial each:

____ Pool ____ Music ____ Decorations

I understand and agree to the terms of the contract.

_____ Date _____ Signature _____ Unit _____ Phone

VEHA COORDINATOR: _____