



Valleybrook Homeowners' Association, Inc (VBHA)
Post Office Box 394
Chester Heights, Pennsylvania 19017
(610) 808-6137

Valleybrook Clubhouse Rental Agreement

(updated 4/1/23)

This rental agreement was made on _____, 20__ by and between Valleybrook Homeowners Association, Inc. (hereafter referred to as VBHA) and _____, homeowner of #_____ Bishops Drive (hereafter referred to as RENTER) for a fee of **Three Hundred dollars (\$300.00)**.

WITNESSED

RENTER has requested the use of certain facilities of VBHA, and VBHA is willing to grant RENTER the use of the clubhouse on _____, 20__ subject to the following terms and conditions. The rental will be for a period of **24 hours maximum**, unless otherwise noted.

FEES

1. A **Three Hundred dollar (\$300.00) rental fee**, payable in the form of cash or check, is required for all clubhouse rentals.
2. In addition, a **One Hundred dollar (\$100.00) non-refundable cleaning fee** is required, payable in cash only.
3. All fees must be paid in full prior to the date of the rental.
4. RENTER shall remain fully responsible for any and all losses and damages to the personal property or real property of VBHA that occur during the rental period, and additional fees will be incurred.

RENTER Signature

Clubhouse Manager Signature

Valleybrook Clubhouse Rental Agreement Terms and Conditions

1. RENTER agrees to remain on the premises for the duration of the function for which it is rented.
2. RENTER shall be responsible for any loss or damage to the personal or real property of VBHA incurred, as a result of RENTER'S usage.
3. RENTER shall ensure that all vehicles, including caterer's truck or any vehicle used for loading or unloading, always remains in the parking area.
4. RENTER shall ensure that all vehicles park in the designated clubhouse parking lot ONLY. If overflow parking is necessary, RENTER shall ensure that all overflow vehicles park along the clubhouse island and DO NOT park in front of residences.
5. No tape, tacks, nails, or staples may be used on clubhouse walls or ceilings when decorating by RENTER. Decorations may be placed on windows. RENTER shall not close off, cover, or decorate the two vents or intake grills located between the office and storage doors.
6. RENTER shall not have music played outside of the clubhouse. Music shall be completed by 11:30 p.m., regardless of the event.
7. RENTER shall ensure that residents in the surrounding area are NOT disturbed by guests/party attendees or loud music.
8. RENTER shall not leave clubhouse doors or windows open when the heater or air conditioner is in use, or when loud music is playing.
9. RENTER is responsible to ensure that under-age drinking of alcoholic beverages is prohibited.
10. RENTER is responsible to ensure that party guests do not use parking lots for sports or any game activity after dark.
11. RENTER is responsible to ensure that party guests remain in the clubhouse for the duration of the function. The walkways, grass areas, pool and basketball court are prohibited.
12. RENTER understands that the public areas surrounding the clubhouse are NOT part of this rental agreement.
13. Storage and management offices shall not be accessible by the RENTER or guests at any time.
14. The clubhouse shall be vacated no later than midnight on the day of rental.

15. Tables and chairs shall be stacked on the carts provided, and returned to the storage closet. If tables and chairs are not stacked and/or returned to the closet, an additional \$20.00 fee will be added, payable by RENTER.
16. Bathrooms shall be cleaned and free of trash following use by RENTER.
17. All kitchen facilities shall be cleaned and free of grease, dirt, or debris after use by RENTER. Refrigerator shall be emptied, and setting returned to #2 after use. All stove burners and oven control knobs will be in the "OFF" position.
18. Any trash or garbage, including (but not limited to) all decorations, along with personal equipment of RENTER shall be removed from the premises by RENTER immediately following the conclusion of the event.
19. RENTER shall turn the Clubhouse air conditioner "OFF" and/or set the heater thermostat down to 65 degrees before vacating the premises.
20. All windows and doors shall be closed and locked, and the premises secured after use of the RENTER.
21. Keys to the Clubhouse shall be deposited in the drop box at the Clubhouse entrance at the time of checkout.
22. RENTER is responsible to ensure that NO SMOKING occurs in the Clubhouse or pool area during the event.
23. RENTER will be sure to return all cleaning products (brooms, mops, dustpans, cleaners, etc.) to the supply closet and in their original condition.

PAYMENT STATUS

RENTER has paid rental fee (cash/check) on: _____(date)

RENTER has paid cleaning fee (cash only) on: _____(date)

Clubhouse Manager Signature Post-Inspection: _____(date)