



West End Manor Civic Association
8600 Lake Front Drive, Richmond, Virginia 23294

Rental Contract

Name of Organization:	_____
Address:	_____
Phone:	_____
Email:	_____

Name of Responsible Lessee:	_____
Address:	_____
Phone:	_____
Email:	_____

Event Details:

1. Purpose for use of premises: _____
2. Number of attendees: _____
3. Will alcohol be served?: ____ Yes ____ No
4. Event open to the public?: ____ Yes ____ No
5. Renter is at least 21 years of age?*: ____ Yes ____ No
(*Required for renting WEMCA buildings/premises.)
6. Events with over 100 attendees and/or serving alcohol require the presence of an off-duty Henrico County Police Officer. Confirmation of hire attached?: ____ Yes ____ No
7. Events serving alcohol must present an ABC License. License attached?: ____ Yes ____ No

Agreed upon dates and times of rental:

Start Date/Time: _____ at _____ AM/PM

End Date/Time: _____ at _____ AM/PM

Notes: _____

	Cost	Total
Rental Fee:	_____	_____
Cleaning Fee:	_____	_____
Security Deposit:	_____	_____
	Subtotal:	_____
	Deposit:	_____
	Outstanding Balance:	_____

Outstanding Balance Due By: _____

Either party (WEMCA or LESSEE) may cancel contract 60 days prior to scheduled event. A full refund of all money paid will be made by check via mail within 30 days from the receipt of letter of cancellation. Deposits will not be refunded if cancellation is made less than 60 days prior to event. Cancellations are not valid until confirmation of notice from WEMCA is received.

Notices of cancellation must be in writing and mailed to:

WEMCA
Attn: Rental Agent
P.O. Box 4648, Glen Allen, VA

A representative from the Board of Directors of WEMCA or the Rental Agent may visit the premises at any time during the scheduled function. If the function is not as described and agreed upon, the premises will be closed and must be vacated immediately. **THE SECURITY DEPOSIT AND RENTAL FEE WILL NOT BE RETURNED.**

The complete Security Deposit shall be refunded only if the premises (all WEMCA structures, parking lot, furniture, appliances, fixtures, and appurtenances) are found, upon inspection, to be in the same condition as at the commencement of the rental period. The Security Deposit shall not be considered liquidated damages and the Lessee shall be responsible for any damages in excess of the Security Deposit.

The Security Deposit will be refunded by check via mail within 30 days of completion of the scheduled event.

A \$50 returned check fee will be charged for each returned check and payment by check will no longer be accepted.

The sole agreement between parties is this written contract. No verbal commitment may change or alter this agreement. Any changes to this contract must be initiated in writing and dated by both parties.

This Agreement is between West End Manor Civic Association, Inc. (WEMCA) and the Lessee listed above and is subject to the following terms and conditions:

1. The WEMCA Community Center Building may be leased to members of WEMCA and non-members alike for family-related functions such as wedding rehearsals & receptions, birthday parties or family reunions subject to approval by the WEMCA Board.
2. ALL rental payments, including security and cleaning deposits, must be made online thru our payment application. Lessee will be provided payment link upon application approval.
3. Lessee is also required to provide a valid credit card number along with their initial deposit to be used/charged in the event of for any damages exceeding the security and cleaning deposit.
4. Members must live in the WEMCA area and be paid members in good standing in order to qualify for member rates.
5. That the Lessee shown above is responsible for an bodily injury or property damage arising out of the use of the premises by said Lessee, and that WEMCA will not be held liable for any bodily injury arising out of the use of the premises by said Lessee, and that the Lessee will be responsible for their acts or the acts of their guests or attendees.
6. That the Lessee shown above understands that the premises is to be used for events that reflect our Community Values.
7. That the Lessee shown above agrees to comply with all laws, orders, or government regulations and all WEMCA rules and regulations. No use shall be made of the building or any activity carried on therein that shall in any manner violate any Federal, State or County laws or ordinances.
8. The Lessee agrees to respect and not interfere with the rights, privileges, and welfare of all other residents of the community.
9. Alcohol: No alcoholic beverages may be consumed on the premises unless proper permits are obtained from the Virginia Department of Alcoholic Beverage Control. There will be no consumption of alcohol by minors and no sale of alcohol. The Lessee shown above agrees to post their ABC

License prior to the function and as verified by the Rental Agent. See below for additional information related to alcohol.

10. That the Lessee shown above agrees to obtain all applicable permits that may be required by State and Local Governments if holding a public sale/event. A copy of all permits must be provided to the Rental Agent for approval no later than 14 days prior to the scheduled event or the contract can be terminated without the return of the deposit or rental fee.
11. Security: The Lessee shown above agrees to the rules regarding obtaining security/off duty police officers as noted below.
12. That the Lessee shown above understands that WEMCA buildings and grounds are smoke free. Smoking is prohibited inside all WEMCA buildings and on all WEMCA grounds.
13. No pets or animals shall be brought on the premises. Service animals are exempt.
14. That the Lessee shown above understands that nothing may be hung, secured, fastened, or affixed to the ceiling, walls, or other structures/ features of the building's interior or exterior. The use of pop-ups, rice, bird seed, glitter, confetti, etc. is prohibited. Table decorations are permitted.
15. All decorations must be taken down and removed from the premises at the end of leased period. No material may be used in decoration that is not flameproof, nor any candles or any uncovered flames be used.
16. No nails, tacks, hooks or other objects are to be driven into walls or woodwork and the premises are not to be defaced in any manner. All cutting, sanding, painting, etc. shall be done outside and not in the building and all debris cleaned up from the premises. No holes shall be bored or cut for wires or other purposes, and no change in electric fixtures or other appurtenances of the premises are to be made without prior written consent.
17. All personal property placed in the building or elsewhere upon the premises, including motor vehicles, shall be at the Lessee's risk or at the risk of the person owning such property. WEMCA assumes no responsibility for articles, personal or otherwise, left in the buildings or on the premises. Said items must be removed by the conclusion of the event.
18. Vehicles left on the premises after a scheduled event will be towed at the owner's expense.
19. The Lessee shown above agrees that the bathrooms, furniture, fixtures, appliances, and appurtenances in the building are in good condition, free of defects, and that the Lessee will be held responsible for any loss or damage.
20. The buildings, parking lots, and WEMCA grounds must be left in a clean, litter free, presentable condition following the rental. All trash and waste must be placed in the large trash cans located outside. Floors, sinks and restrooms should be left at least as clean as they were found. Failure to do so will result in the loss of the cleaning deposit.
21. Spills must be mopped up to protect your guests and WEMCA property.
22. Do not slide tables, chairs, or trashcans on the floor. The Lessee shown above will be held responsible for damage to the building floor due to the sliding of furniture.
23. No equipment belonging to the WEMCA shall be removed from the premises. All items found in WEMCA buildings must remain in the building it was found in and may not be used outside. This includes tables, chairs, carts, garbage cans, etc.
24. All chairs and tables must be returned to chair room. Chairs must be stacked, eight per stack and stored without blocking the marked fire exit lane. **FAILURE TO DO SO WILL RESULT IN A LOSS OF HALF THE DEPOSIT AS A FEE TO RESTACK THE CHAIRS.**
25. Under no circumstances may the Lessee charge admission without the function and admission charges being first approved by the WEMCA Board.
26. Under no circumstances shall minors be allowed the use of the premises without adult chaperones and no minor may sign rental agreement. Lessees must be at least 21 years old to enter into a rental agreement with WEMCA.
27. The building shall not be used for any venture having as its main objective the personal profit of any individual. It is not intended however to restrict fund raising activities of clubs, churches or similar

organizations.

28. Lessee shall be responsible for turning off lights, closing windows, adjusting thermostat, and locking the premises including setting all deadbolts and alarms at the end of leased period. Keys must be returned same day.
29. Please check stove (burners and oven) before leaving building. Heat should be set at 55° and air conditioning at 90°.
30. The Lessee shown above agrees to ensure all guests vacate the premises no later than 10PM the night of the rental. At the conclusion of the event, the Lessee will contact an assigned WEMCA Board Member or Rental Agent to inspect the building, lock all doors, and set the alarm.
31. Events are not allowed to go beyond 10:00 PM and the building and parking lot must be completely vacated by 11:00 p.m. Music must stop at 9:45 p.m.

KITCHEN:

1. There is NO frying of food of any kind in or outside WEMCA buildings. This applies to the Lessee and/or caterers.
2. Any disposal of oil on WEMCA property will result in the forfeit of the Lessee's security deposit.
3. Kitchen counter tops, refrigerators, stoves, ovens, and microwaves must be cleared of all food/debris and be wiped clean.
4. All exhaust fans, burners, and ovens must be turned off.

ALCOHOLIC BEVERAGES:

1. Alcoholic beverages are permitted provided the lessee obtains a banquet license (also referred to as a 'liquor license') from the Virginia Alcoholic Beverage Control Authority. A banquet license is issued to individuals (representing themselves or a group/company) for private events where alcohol is provided at no charge to guests. Also known as a "one-day" license. Authorizes complimentary beer, wine or mixed beverages; guests may bring their own alcohol; or beer and/or wine sales (not for profit).
2. The cost for a 1 day banquet license is \$40 and is paid for by the lessee.
3. A copy of the banquet license must be provided to the WEMCA Board no later than 14 days before the scheduled event.
4. A copy of the banquet license must be posted inside the Community Center during the event and clearly visible at all times.
5. ALL events where alcoholic beverages are present also require the presence of an off-duty police officer for security purposes. (see below)

POLICE/ SECURITY OFFICERS:

1. Any event whereby attendance exceeds 100 guests and/or where alcoholic beverages are present require the presence of an off-duty Henrico County Police Officer to provide security.
2. Lessee is responsible for hiring an off-duty police officer and must provide proof of hire no later than 14 days before the scheduled event.
3. Police presence must be on-site or the entirety of the event without exception.
4. Additional details and resources regarding off-duty policing can be found on the Henrico County website or by clicking here.

THIS SHEET SHOULD BE GIVEN TO THE PERSON WHO WILL CLOSE THE BUILDING. FAILURE TO COMPLY WITH THESE REQUIREMENTS WILL RESULT IN THE LOSS OF YOUR DEPOSIT.

By signing below, I have read and understood this contract and accept the terms outlined.

Lessee's Signature

Date

WEMCA Rental Agent's Signature

Date