

# THE VILLAGE CLUB



## VILLAGE TENNIS, RIDING AND SWIM CLUB, INC. RENTAL LICENSE AGREEMENT

### CLUBHOUSE/TENNIS PAVILION/PATIO RATES

Attendance count includes members, member children, non-member guests and their children

Attendance less than 25 people      No building rental fee / Non-Member Guest Fee applies for all non-member guests (adults & children)

Attendance 25-50 people                      \$225.00

Attendance 51-75 people                      \$375.00

Attendance 76+                                  \$550.00

Children's parties 10 yrs and younger. Attendance less than 20 people.                      \$75.00

#### Non-member Guest Fees:

**Mon-Thur - \$10 per non-member guest**

**Fri – Sun - \$15 per non-member guest**

**Holidays - \$15 per non-member guest**

**Non-member guest fees apply to both adults and children visiting any area of the club.**

## **RENTAL POLICIES**

The Village Tennis, Riding and Swim Club, Inc. (the “**Village Club**”) is pleased to offer its members the use of the facility for private events. We ask that you agree to our Rental License Agreement (“**Agreement**”) by signing below.

1. **Member Responsibility.** Thank you for treating the Village Club facilities as you would treat your own home. We require the hosting member to be present in the facility and with the event guests during the entire event. Event guests may not leave the party area. In order to keep everyone safe, we may require off duty police officers or other security at your function. Please understand that you will be responsible for the actions of all attendees and will be held accountable for damages of any kind associated with the event. Of course, Club members and guests are expected to handle themselves responsibly. If members or guests are observed behaving in a reckless, dangerous, or intoxicated manner, the Village Club will take corrective action.

2. **Time.** Events on the tennis courts, tennis pavilion and/or clubhouse patio may not extend past 11pm. All music must end no later than 10pm. All exterior lights must be turned off no later than 11pm and all persons must be off the VC grounds by midnight, this includes caterers, entertainers, and guests.

3. **Inclusions, Management Services, Set-up and Vendors.** Please enjoy the use of the Village Club banquet tables, round tables, patio tables, chairs and BBQ grills. **YOU WILL NEED TO ARRANGE FOR TABLE LINENS** or other table coverings if that is part of your décor, as we do not supply them. Because **we do not provide event management services**, you are welcome to set up on your own, or use any vendor of your choice, to provide food, flowers, decorations, music and/or other event necessities. You can start setting up 2 hours prior to the event unless other arrangements are made with the general manager.

4. **Alcohol.** It is critical to protect both the Village Club and the hosting member from potential liquor liability claims. **In the event that alcohol will be served at your event, the hosting member must provide the Village Club with a certificate evidencing a One Day Special Event Liquor Liability Insurance policy. The certificate must list Village Tennis, Riding and Swim Club, Inc. as an additional insured.** Please note, THIS IS **INSURANCE** NOT A SPECIAL EVENT LIQUOR LICENSE. The certificate will need to be presented to the Village Club no later than 72 hours before your function. A policy can be easily purchased online by performing a simple internet search for “one day event insurance”. **Please understand that the Village Club will immediately terminate this Rental License Agreement and end any party where there is alcohol consumption absent the necessary certificate.**

5. **Decorations.** In order to keep the Stone Building and outdoor space clean, no confetti, rice, or sprinkles are allowed. We ask that you remove all decorations at the end of the event. Decorations left behind will be discarded by the Village Club and a cleaning fee may apply.

6. Music. Feel free to hire a live musical group, a DJ, or play other music at your function. To accommodate other members during club hours and our neighbors after hours, the manager will need to approve your musical choice prior to your event. Additionally, the manager on duty must approve speaker set-up and direction. Remember that all music must be concluded no later than 10:00PM.
7. Clean-up and Damage. Please arrange to completely clean up after your event and return all Village Club property, tables, chairs and any Village Club supplies to the place you found them. If the facility is not properly cleaned, has been damaged, or property is missing, the Village Club may bill cleaning charges, repairs, and/or replacement cost of property, to the hosting member's account.
8. Parking. Guest parking is provided in the black top parking lot and gravel parking lot adjacent to the pool. Help us by advising your guests that they may not park on the grass soccer field or behind the Stone Building.
9. Smoking/Drug Use. Smoking and the use of drugs, including marijuana, is strictly prohibited on the Village Club property. Please advise your guests of this policy.
10. Cancellation. If you cancel your event up to 14 days before your event, no fee will be assessed to your account. Note that 50% of the rental fee will be billed to your account if you cancel less than 14 days prior to your event. Please plan accordingly, as we are not responsible for any cancellation or disruption of an event caused by weather or other circumstances beyond the reasonable control of the Village Club.
11. Waiver, Release and Indemnity. To the fullest extent permitted by law, the hosting member hereby waives, releases, indemnifies, agrees to defend and hold harmless the Village Club, its board of directors, officers, agents and employees, from and against all claims, damages, suits, losses and expenses, including without limitation, reasonable attorneys' fees and litigation costs, for injury to persons or damage to property arising out of or resulting from the use of the Stone Building and facilities of the Village Club.
12. Nature of Agreement. This Agreement is a revocable license. Therefore, the Village Club reserves the right to revoke this Agreement for any reason whatsoever.

**Party/Function Information**

Hosting/Sponsoring Member(s): \_\_\_\_\_

Hosting/Sponsoring Member cell phone #: \_\_\_\_\_

Event Contact if different from Sponsoring Member: \_\_\_\_\_

Event Contact cell phone #: \_\_\_\_\_

Type of event: \_\_\_\_\_

Rental day and date: \_\_\_\_\_

Start time: \_\_\_\_\_ End time: \_\_\_\_\_

Number of guests: \_\_\_\_\_

If under 25 people, how many non-members do you anticipate will attend? \_\_\_\_\_

Will alcohol be served? \_\_\_\_\_

If yes, please refer to paragraph 4. You will need to provide us with evidence of Special Event Insurance no later than 72 hours prior to your event.

**Signatures/Fee**

**Hosting Member(s)**

\_\_\_\_\_

**Village Tennis, Riding and Swim Club, Inc.**, a Colorado nonprofit corporation

By: \_\_\_\_\_

Title: \_\_\_\_\_

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

**Rental Fee: \$** \_\_\_\_\_