



EVENT SPACE RENTAL AGREEMENT AND CONTRACT

Event Date: _____ Set-Up Time: _____ Event Start Time: _____ Event End Time: _____
Event Type/Name: _____ Number of Guests: _____
Renter Name: _____
Address: _____ City: _____ State: _____ Zip: _____
Primary Phone: _____ Secondary Phone: _____
Email Address: _____
Room(s) Rented: _____ Today's Date: _____

NOTE: Rental time is based on four (4) hours, which is inclusive of set-up and clean-up time. It is understood that your event may be fewer than the four (4) hours allowed.

- A signed contract and date-hold deposit in the amount(s) below for each rental must be received to reserve your date and time.
- The balance of your rental fee is due thirty (30) days prior to your event.
- You must pick up your party bracelets within 48-72 hours prior to your event. A sign-off signature will be required.

Payments should be made to THE RIVINGTON CLUB INC. Checks or major credit cards are accepted. Deposits must always be made out by cash. Rental fees can be made by check or paid by major credit cards.

A CREDIT CARD AUTHORIZATION FORM is located on the last page of this contract. Credit card payments must be made via the clubhouse website at www.therivingtonclub.com.

A cancellation fee to cover the security will be assessed if the event is canceled within 72 hours prior to the event per your agreement to rent space at The Rivington Club dependent upon the room(s) rented.

Acknowledged, Agreed and Authorized by Primary Renter: _____ Date: _____

Acknowledged and Agreed by The Rivington Club Inc.: _____ Date: _____

Please initial and date the following pages.



EVENT SPACE RENTAL AGREEMENT AND CONTRACT

CONDITIONS AND RESPONSIBILITIES OF RENTER

Please read the material below to make sure parties understand the requirements for renting space at The Rivington Clubhouse and providing a safe environment for guests and residents alike while maintaining the clubhouse for future use.

DEPOSIT/RENTAL/SECURITY FEES

A signed contract and date-hold deposit in the amount(s) listed below per each room rental must be received to reserve your date and time. Deposits must be made to THE RIVINGTON CLUB INC. by check only.

The balance of your space rental fee is due thirty (30) days prior to your event. The fees per room include the use of each room rented plus security for four (4) hours.

Rentable Room	Deposit Amount (per room)	Rental Fee (per room)
Club Room	\$250.00	\$250.00
Card & Craft Room	\$250.00	\$250.00
Theater Room	\$500.00	\$250.00
Kitchen	\$375.00	\$250.00
<u>COMBO ROOMS</u>		
Club Room & Kitchen	\$625.00	\$350.00
Card & Craft Room & Theatre	\$750.00	\$350.00

Payment must be received 30 days prior or the event is subject for cancellation. Payment can be made by check or paid by a major credit card online at www.therivingtonclub.com. ***Note: credit card payments will require an additional \$3.00 service charge.**

Security deposits are refundable and will be returned within 45 days after the conclusion of the event.

LIABILITY:

The renter agrees to indemnify, defend and hold The Rivington Club Inc., its employees and agents harmless of and from any liabilities, costs, penalties or expenses arising out of and/or resulting from the rental and use of the premises.

The cost of repairing or replacing items will be deducted from the security deposit. In the event that the cost of repairing or replacing any damages items is in excess of the security deposit (s), the Homeowner/Renter agrees to pay for the complete cost for the repair or replacement whether performed by the Rivington Club or an outside contractor. The cost will be due when billed, and by this agreement, the Homeowner/Renter understands and agrees that the costs will be added to their common charges and are enforceable and collectible as common charges for the HOA. The decision as to the damage and cost of the repair of the damage will be made by the Rivington Club Board of Directors in its sole discretion.

EVENT SECURITY/EVENT BRACELETS:

Event security will be provided by Securitas USA for each event held at the clubhouse. It is with the efforts of the security to curb use of non-rentable rooms or areas of the clubhouse in which guests are not allowed as well as to control the number of guests that are designated to attend. The security fee is included in the space rental fee.

Event bracelets will be given to the renter within 48-72 hours prior to the event. It is the responsibility of the renter to distribute these bracelets to their guests. Batches of 20 or 50 bracelets will be given once it is determined the space that has been rented out. If bracelets are lost, extras will not be handed out. No more than 20 or 50 bracelets will be handed out, though it is understandable if you will not need all 20 or 50 bracelets. Renters are required to sign-off acknowledging that bracelets have been received.

Renter Initials: _____ Date: _____



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CAPACITY/FINAL GUEST COUNT/RENTAL TIME RESTRICTIONS:

Final guest count must be submitted 1 week prior to your event. The capacity per rental room must not exceed the following:

CAPACITY:

- Club Room – maximum of 50 people.
- Card and Craft Room – maximum of 20 people.
- Theater Room – maximum of 20 people.

NOTE: If a renter chooses to rent the Card and Craft Room and Theater Room, the capacity remains at a maximum of 20.

RENTAL TIME RESTRICTIONS:

During the Summer pool season from Memorial Weekend through Labor Day weekend, no events shall be held on weekends to include Saturdays and Sundays before 5:00pm. It is with the efforts to restrict event rentals during the busy pool season to allow for homeowners to enjoy the pool and ease of parking.

SITE DECORATION:

The Rivington Club wants every event experience to be memorable and special. Therefore, renters are allowed to express their creativity with their decorations, but within reason. We ask that no tape, nails, screws, staples, or anything that will permanently disfigure or destroy the walls, ceilings, or other clubhouse décor to be used. Command strips and tension rods to hang décor are welcome to be used. Furniture from other areas of the clubhouse will not be used for any reason. The clubhouse owns an 8' and 6' banquet tables for event use. Any damage found will be charged to the renter.

INSPECTIONS:

Inspections will be conducted by the security team before and after your event. Inspections are required. Renters must sign-off with the security team acknowledging that pre and post walkthroughs have been completed. Any damage found will be reported back to management and an appropriate fee will be charged if damage or other has been found.

CONDUCT:

There is no smoking of any kind inside the clubhouse or within the outside parameters to include the parking lot. Rudeness or intimidation to residents will not be tolerated. Renters and their guests are expected to maintain a considerate manner at all times when using the premises.

MUSIC/NOISE:

Music is one of the best contributors to a successful event! However, please be courteous of other homeowners using the facility during the time that your event is held. Music must be kept within the confines of the event space and kept at a reasonable level. Music must end by the time the event concludes.

Renter Initials: _____ Date: _____



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CLEANING, TRASH, AND ROOM MAINTENANCE

The Rivington Club and event space will be in clean condition upon arrival per event. The renter agrees that it is his/her responsibility to clean the event space and return it to the condition in which it was found.

All trash must be collected, properly bagged, and removed from the property by the renter. Tables, counters, and floors must be cleaned of any food and debris from decorations. All decorations must be removed from the event space. All furniture must be returned to its original position or in the way in which it was found upon arrival. A cleaning fee may be assessed if renter is unable to satisfactorily return the event space to the way it was found upon arrival.

The clubhouse has a dust pan and broom, 2 vacuum cleaners and limited cleaning spray available. Renters must be prepared to bring their own cleaning supplies such as extra garbage bags, paper towels and other cleaning spray.

ENTRY AND EXIT

The renter acknowledges that the only way guests are allowed to enter and exit the building is through the main entryway of the clubhouse. Renters are required to watch the doorway so to let their guests into the building. Renters/homeowners will not give out their key cards to guests to use. The security team will assist in keeping guests within the event space.

LOST AND FOUND

The Rivington Club takes no responsibility for personal effects and possessions left on in the facility during or after any event. The clubhouse maintains a lost and found section for which items that are discovered will be kept for a period of thirty (30) days. If items are not claimed within 30 days, the items will be removed from the clubhouse.

COMMERCIAL USE AND FEES:

Renters/Homeowners will not charge a fee for admission to any event held at the clubhouse. Renters/Homeowners agree to not use the clubhouse for commercial or monetary gain.

BLACKOUT DATES, CLUBHOUSE ALARM, AREAS OF NON-USE:

Blackout dates have been established for popular holidays and sporting events. Easter Sunday, Memorial Day and the surrounding weekend, Fourth of July and the surrounding weekend (when applicable), Labor Day and the surrounding weekend, Halloween, Thanksgiving and the Friday that follows, Christmas Eve, Christmas Day, New Year's Eve and New Year's Day and any major sporting events such as the Super Bowl.

The clubhouse has 24-hour video surveillance and an alarm system. Renters understand that the system activates at 11:00pm and all guests must be out prior to 11:00pm. If the alarm is activated, a fee may be charged to the renter to cover costs/fines related to the activation of the alarm.

Event space is limited to the Club Room, Card and Craft Room. Theater and Kitchen. Renters/Homeowners forfeit their privileges to use the remainder of the clubhouse during an event. Rooms and areas that are off-limits are the Tavern Room. The patio/deck area, the playground, gym and aerobics room, tennis/bocce/basketball courts and the pool areas. Event security will assist in keeping guests within the rented event space.

Renter Initials: _____ Date: _____



CREDIT CARD PAYMENT AUTHORIZATION FORM

The Rivington Club requires that a credit card be on file for your event.

Please complete and sign this form to authorize The Rivington Club to charge your credit card as listed below. Once completed, please email to club@therivingtonclub.com. Credit card payments may be done online at www.therivingtonclub.com.

By signing this form you give The Rivington Club permission to charge your account for the amount indicated below. This authorization does not provide The Rivington Club the right to charge for any unrelated fees.

PLEASE COMPLETE THE FORM BELOW:

I _____ authorize The Rivington Club to charge my credit card a rental fee in the amount of _____ plus a \$3.00 service charge. This payment is for my event on _____.

If you would like to use a check for your payment method instead, please check here. _____

Please note, that the deposit amount of _____ is due with this signed contract in the form of a check made payable to The Rivington Club Inc. If this deposit is not received with this contract, the date will not be reserved.

Billing Address: _____ Billing Phone: _____
City, State, Zip: _____ Email: _____

Account Type: ☐ Visa ☐ MasterCard ☐ AMEX ☐ Discover

Cardholder Name: _____

Account Number: _____

Expiration Date: _____ (DD/YY) CVV2 Number: _____ (3 digit number on back of Visa/MasterCard or 4 digits on front of AMEX)

SIGNATURE: _____ DATE: _____

I authorize The Rivington Club to charge the credit card for the amount indicated on this form and per the terms as outlined above. I certify that I am an authorized user of this credit card.