

Clubhouse Reservation Form

(Please note that reservations will not be accepted nor can be made more than 180 days in advance)

Date of Application

Area of Rental

☐ Upper Level ☐ Lower Level

Name(s)

Building & Unit Number

Phone Number

Alternate Phone Number

Email Address

I, the above listed Co-owner or lessee (holding an approved lease) and with valid facilities pass, wish to reserve The Colonies Clubhouse for a private function/event as follows:

Date of Function: _____

Type of Function: _____

Function/Event Estimated Time: Start: _____ End: _____ Number Attending: _____

Reservation Rates

Area	Max Capacity	Rates	All-Day Rate	Refundable Security Deposit **
• Party Room - Upper-Level Lounge/Billiard/Kitchen	100	6 hours: \$450 (min.)	\$650	+ \$200
• Party Room Lower Level	25	3 hours: \$50 6 hours: \$75	\$85	+ \$75

PAYMENT: Reservation is not complete until payment is full is received**Deposits: (\$200, or \$75) will be refunded in 2 weeks if Clubhouse has been cleaned completely**

Party Room/Upper Level : 6 hours: \$450 + \$200 = \$650 Paid \$ _____

Party Room/Upper Level : ALL DAY: \$650 + \$200 = \$850 Paid \$ _____

Party Room/Lower Level : 3 hours: \$50 + \$75 = \$125 Paid \$ _____

Party Room/Lower Level : 6 hours: \$75 + \$75 = \$150 Paid \$ _____

Party Room/Lower Level : ALL DAY: \$85 + \$75 = \$160 Paid \$ _____

GENERAL RULES FOR ALL RESERVATIONS

Rental minimums are 3 hours for the lower level and 6 hours for upper level. The rental period includes set up and clean up time. **The hourly rate for exceeding the rental period is \$90.00 per hour** of fraction. The all-day rate is during regular Clubhouse hours. Food/Beverage/Supplies brought into the Clubhouse constitutes set-up time.

1. Understands that the function must be during regular Clubhouse hours which are 8 AM to midnight Sunday through Thursday and 7 AM to 2 AM Fridays and Saturdays.
2. Understands that no private function may be scheduled on any of the major holidays below: Memorial Day weekend, Fourth of July, Labor Day, Thanksgiving, Christmas Day, New Year's Eve, or New Year's Day.
3. Understands that there are no additional tables, chairs, etc. except for those found in the room.
4. Understands that the sundeck or porch are excluded and not to be used as part of the rental.

5. The co-owner or lessee agrees to and must be personally present at the function.
6. Agrees to remove all personal belongings (such as dishes, food, bottles, etc.) after use and to leave the premises in the same condition as received. (Confetti is not permitted to be used in the Clubhouse).
7. The Council of Co-owners assumes no liability for lost, damaged, or stolen personal items of the applicant and/or their guests.
8. **** Understands that the deposit will be refunded approximately ten days after the function, provided all is in order and no damage has been sustained. The amount refunded will be the security deposit, less charges for damages/extra clean-up and any hours over minimal time, if any. Appropriate charges may be levied in excess of the deposit, if warranted, due to extensive damage or if the hourly rental exceeds amount of the deposit.**
Reservations cancelled between 21 days to less than 90 days in advance of the reserved date will result in a forfeiture of 30% of the rental amount, less the Security Deposit. Reservations cancelled less than 7 days in advance of the reserved date will result in forfeiture of the entire rental amount, less the Security Deposit.
9. The co-owner or lessee will be held responsible for all damages sustained during the function as determined from inspections by on-site personnel immediately prior to and following the function.
10. The Colonies assumes no responsibility for malfunction of the HVAC (heating and air conditioning) equipment during private functions. NO REFUNDS (whole or in part) of the rental fee will be granted as a result of HVAC equipment malfunction.
11. Lessee asserts having read, understand, and agree to abide by the Rules and Regulations & Fairfax County "Noise Ordinance" governing the Clubhouse.
12. Lessee affirms that the statements in this application are true and that the facilities are not being used for any commercial purpose.
13. In the event that the Council of Co-owners is unable to provide the Clubhouse to Applicant on the date stated herein, for reasons beyond the practical control of the Council of Co-owners, the liability of the Council of Co-owners shall be limited to refund of the deposit to the Applicant. In no event shall the Council of Co-owners be liable to Applicant or any other party for consequential damages. The Applicant and the Owners of Applicant's Unit at the Colonies shall be jointly and severally fully liable for, and hereby indemnifies and agree to hold harmless the Council of Co-owners from any and all injuries, damages, causes of actions, claims, or obligations and any consequential and incidental damages arising out of the use by Applicant of the Clubhouse. This indemnity shall include attorney's fees incurred by the Council of Co-owners in the defense of any such claims. It is understood and agreed the deposit shall not be the limit of liability of the Applicant and the Owners of Applicant's Unit at the Colonies for damages pursuant to this agreement. If legal action is required to collect any amount owed by Applicant and the Owner of Applicant's Unit at the Colonies under this Agreement, including collection of damages from Applicant and the Owner of Applicant's Unit at the Colonies, the Council of Co-owners shall be entitled to collect from Applicant the costs and reasonable attorney's fees the Council of Co-owners incurs.

This application and/or adopted rules in no way preclude applicable State or local laws. By signing below, I assert that I have read, understand, and agree to abide by the rules and conditions for rental as stated above.

Signature of Applicant

Date

Approved By

Inspection/Time Check Before Function:

Date

Time In

Signature of Colonies' Personnel

Position

Signature of Applicant: _____

Comments: _____

Inspection/Time Check After Function:

Date

Time Out

Signature of Colonies' Personnel

Position

Signature of Applicant: _____

Comments: _____