

**Dickerson Pond Association, Inc. (DPA)
Clubhouse Rental Request /Agreement**

Bd. approved 11/14/2022

Today's Date: _____

Event Date: _____

Number of Expected Guests: _____

Reason for Event: (if event is not to honor Homeowner, include the name and the relationship to Homeowner)

Description of Event: (Sit-Down Eating, Buffet-style, Music, Dance, etc.)

Homeowner Name: _____

Homeowner Address: _____

Homeowner Phone #: _____

Homeowner Email: _____

**** Note: You are required to read the Dickerson Pond Association, Inc. (DPA) Clubhouse Activities and Rules attached to the DPA Clubhouse Rental Contract prior to submitting this Rental Request.**

Initial Here: _____

**** Note: The Valeria Homeowner must be present during the event and is responsible for ALL guest behavior and damages, as per the Dickerson Pond Association, Inc. (DPA) Clubhouse Activities and Rules. An attendant must be present for the event.**

Submit this form no later than 3 weeks before your event is scheduled. You will receive a response within 7 business days after submitting this Rental Request Form confirming your request.

**Dickerson Pond Association, Inc. (DPA)
Clubhouse Rental Contract**

Today's Date: _____

Event Date: _____

Start time: _____ End time: _____ (may not exceed 5 hours)

Number of Guests: _____

There is a Two-Tiered Fee Schedule:

- Tier I: If ballroom furniture does not have to be moved for your event \$850 (less deposit)

- Tier II: If the number of expected guests requires the movement of furniture. Furniture is placed within the loggia by DPA designated personnel making the last 15ft. of the loggia unavailable to your guests.
****Note: Generally, seating more than 40 guests requires furniture movement.** \$2000 (less deposit)

- Non-Refundable Deposit to secure your date: \$100

- After-Party Cleaning Fee: The DPA designated cleaning service must be used \$250

- Damage Deposit: Refundable after DPA Management Representative conducts after-party damage assessment \$1000 (refundable)

****Note: Your rental fee includes payment for the required attendant**

Proof of Renters Insurance Certificate Provided:

Proof of Caterers Insurance Certificate Provided:

**** My initials certify I have read the Dickerson Pond Association, Inc. (DPA) Clubhouse Activities and Rules document and all necessary fees and Insurance Certificates are submitted with this contract.**

INITIAL HERE: _____

Homeowner: (Print name): _____

Signature of Homeowner: _____

DPA Management Representative: (Print name) _____

Signature of DPA Management Representative: _____

Dickerson Pond Association, Inc. (DPA) Clubhouse Activities and Rules

1. Only homeowners who are fully current in their dues are eligible to rent the Clubhouse. They may rent the Clubhouse for their private events for themselves and/or their immediate family: parents, children, and grandchildren. No promotional or commercial use is permitted. Use is restricted to the ballroom, loggia (if ballroom furniture has been moved to accommodate your guests, the last 15 ft. will be used to store furniture and becomes unavailable), kitchen (only for heating already prepared foods), bathrooms, and lawn adjacent to the loggia. Events are permitted any time between the hours of 11:30 AM and midnight, but cannot exceed five (5) hours in duration.

- Access to the pool or veranda above the pool is not permitted.
- Activities are not permitted on the lake.
- A tent on the lawn is permitted for brief ceremonies and/or cocktail hour.
- All guests must ONLY use the Clubhouse main entrance.
- The fireplace within the ballroom may not be utilized.
- The piano in the ballroom may not be moved under any circumstances.
- Signs directing guests to the clubhouse may be used on the day of the event. Removal of any directional signs are required shortly after the event ends.

****Note:** Two parties are permitted each month and only one in any given week, Monday - Sunday. No homeowner may rent the Clubhouse for any single holiday more than once every 3 years. An events calendar will be updated by the DPA Management Representative and Communications Committee.

2. The homeowner is responsible for actions, behaviors, and damages incurred by any guest, without exception. The homeowner must be present for the entire event as will a DPA designated and provided attendant.

3. Parking is available in the Clubhouse lot (31 spaces plus 2 handicapped spaces), lake-side along the tennis courts (approx. 15 spaces) and Meeting Hall (17 spaces plus 1 handicapped space). Parking is not permitted on any lawn area. There can be no double parking and all Valeria speed limits must be observed. The DPA and the Management company is not responsible for any vehicle damage and should be held harmless.

4. No smoking is permitted inside the Clubhouse or on any DPA property.

5. Pets are not allowed except for Certified Service Animals. Pet waste cleanup is the responsibility of the homeowner and their guests.

6. Fire Safety: All rules must be observed -- NO open flames, sparklers, fireworks, paper lanterns or smoke machines are permitted. ALL FIRE EXITS must remain free and clear of any obstruction.

7. Restoration: The room must be returned to its original configuration when the event ends (if you have paid the Tier II fee schedule, the cost of removal and replacement of furniture stored in the loggia by DPA designated personnel is included). All refuse related to food etc. must be removed by the Caterer and/or Homeowner at the end of the event.

8. Decorations: No decorations may be attached to any walls or ceilings. All other materials brought into the Clubhouse by the homeowner must be removed and disposed of properly at the end of the event. Do not release helium balloons outside.

9. Music: Installed equipment (electric or live) may be used but must be confined to inside the Clubhouse and played at acceptable volume levels. Acoustic string instruments are permitted outdoors for brief ceremonies.

10. Damage: The DPA Management Representative will inspect the Clubhouse to determine if there was any damage to DPA property and make recommendations for the cost of restoration and/or replacement.

11. Homeowners holding Non-Approved Events in the Clubhouse with outside guests will be assessed a fine of \$2,500.

12. The homeowner must provide documentary proof of a \$1,000,000 insurance rider or policy for personal injury and damages naming the DPA as an "Additional Insured" at time of contract signing.

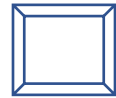
13. Hold Harmless: The Homeowner, their guests and any other event-related personnel agree to indemnify and hold the DPA and its Management Company harmless from any bodily injury or property damage sustained or purported to have been sustained by any person or thing as a result of or occurring during the event, and for any breach or default of the homeowner in the performance of his/her/their obligations hereunder. The foregoing indemnity shall be applicable to the fullest extent permitted by law.

By initialing, you certify you have read and will adhere to this Dickerson Pond Association, Inc. (DPA) Clubhouse Activities and Rules document.

Initial Here: _____

CLUBHOUSE RENTAL CHECKLIST

I provided the date requested and other information required on the Rental Request/Agreement and initialed that I have read the DPA Clubhouse Activities and Rules document.



I have been informed that the date is available and I am providing a non-refundable \$100 deposit.

Within 7 business days, I will submit to the Management Representative . . .

- completed DPA Clubhouse Rental Contract
- all rental monies payable and after-party cleaning fee
- provided documentation of additional homeowner's insurance rider and caterer's insurance certificate
- attested that I have read and will adhere to the DPA Clubhouse Activities and Rules document by affixing your initials on the bottom of that document

Note: All submitted checks must be made out to: Dickerson Pond Association

Note: The Managing Agent Representative will retain the original documents and provide copies for your reference and retention.