



3 Battaile Drive
Winchester, VA 22601
540.6624564

Facility Hourly Event Space Rental Agreement for the Youth Development Center

Renter must provide the following information. If renter does not provide insurance rider or ABC license, the event will NOT be held at the YDC.

Name of Renter: _____

Address: _____

City: _____ State: _____ Zip: _____

Cell Phone: _____ Email: _____

Type of Event: _____ Will alcohol be served? _____

Date of Event: _____ Est # of Attendees: _____

Time of event (needs to include set-up and tear down) _____

Below are the rental rates based on the room/space and time rented.

This contract is for the rental of our facility and is made this day, _____, 202__ by and between The Youth Development Center hereafter referred to as the **Owner**, and _____, hereafter referred to as the **Renter**.

Whereas, the Renter desires to temporarily rent, occupy, and make use of the Owner's venue, located at 3 Battaile Drive, Winchester, VA 22601 and known as The YDC, and;

Whereas, the Owner agrees to such rental, occupation, and use in consideration of certain payments and covenants herein enumerated;

The Renter shall pay to the Owner the sum of for the number of hours and rental fees for the following:

- 1. Holliday Gym at \$80 per hour for _____ hours totaling \$_____
- 2. Holliday Café at \$40 per hour for _____ hours totaling \$_____
- 3. Holliday Kitchen at \$25 per hour for _____ hours totaling \$_____
- 4. Smith Gym at \$65 per hour for _____ hours totaling \$_____
- 5. Smith Café at \$40 per hour for _____ hours totaling \$_____
- 6. Theater at \$40 per hour for _____ hours totaling \$_____
- 7. Game Room at \$50 per hour for _____ hours totaling \$_____
- 8. Tables: Qty: ____ x \$10.00 per hour totaling: \$_____
- 9. Chair: Qty: ____ x \$10.00 per hour totaling: \$_____

Total Hours: _____ Total Room Rental Fees \$_____



THE PARTIES AGREE TO THE FOLLOWING TERMS AND CONDITIONS

RENTER MUST INITIAL EACH ITEM BELOW

_____ All events must end and be cleaned up no later than midnight. Please note that cleaning is part of your agreed upon rental time so if your event is until midnight, the cleaning must be complete by midnight.

_____ **If you are late leaving the facility based on your signed contract, you will be charged \$200 for EVERY 15 minutes over your contract end time. You will still be expected to leave at the time of your signed contract ending. This is not an agreement that the event can go over the allotted time. The facility closes at midnight.**

_____ Renter will be required to post a \$500 cleaning fee to The Youth Development Center. *If Renter leaves property in the condition they receive it, the cleaning fee will be returned within 14 days.*

_____ In addition, if you don't leave by the end time of your contract, your \$500 cleaning deposit will NOT be refunded. If your contract says your event ends at midnight you must start cleaning up early enough to vacate the premises by midnight.

_____ Renter agrees that no weapons and/or possession of weapons will be on the Youth Development Center property. Should weapons be found or discovered the event will be cancelled immediately with no refunds provided, and law enforcement may be contacted.

_____ This agreement may not be assigned to anyone other than the renter identified in this agreement without written permission from the Youth Development Center.

_____ Should underage drinking be found at any event, the event will be immediately shut down and no fees will be returned. The Renter will still be responsible for cleaning after the event is shut down.

_____ Upon Renter's completion of his/her obligations, the Owner shall return to Renter the cleaning deposit less any amounts deemed necessary to clean, repair damages inflicted upon the venue by Renter and/or Renter's associates, guests, invitees, contractors, and all other persons whatsoever who enter the venue during the rental period, whether or not such persons did so with Renter's knowledge or consent.

_____ A 50% deposit on the total due for this agreement is due at the time of agreement signing. Remaining balance must be paid no later than 60 days prior to the event. If there is less than 30 days until event, all payments must be paid in full at the time of signing. In the event that Renter fails to pay the balance due within the time period agreed upon in this contract, the contract will be voided with no refunds given.

_____ If Renter is providing alcoholic beverages at their event, they must get their own ABC license and provide it to the YDC no later than 10 days before their event or alcohol will not be allowed.

_____ Renter must provide a certificate of insurance naming The Youth Development Center as additional insured to cover damages to building and/or injury to people. It must be provided no later than 10 days prior to event or event could be cancelled.

_____ Renter will be liable for any physical damages, legal actions, and/or loss of reputation or business opportunities that Owner may incur as a consequence of the actions of Renter or any of Renter's guests while Renter is in control of the venue, and shall indemnify and hold harmless the Owner against any and all legal actions which may arise from Renter's use of the venue. Renter agrees to reimburse The Youth Development Center for and any and all damages of property caused by renter(s). The Youth Development Center will provide receipts of repair expenses.

_____ This agreement will be governed by the laws of the Commonwealth of Virginia. Any action arising out of this agreement shall be settled in the courts of the City of Winchester, VA.

_____ Cancelling this agreement less than 30 days prior to the event will require a 35% cancellation fee since the space will not be rentable with so little time available.

_____ Any disputes arising under this contract shall be adjudicated in the Owner's local jurisdiction.

Photos will be taken before and after event to determine cleanliness and proof of damage if any.



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In witness of their understanding of, and agreement to, the terms and conditions herein contained, the parties affix their signatures below. Both parties will have a copy of this contract.

From Page One

Room Rental Fees: \$ _____

Cleaning Deposit Due: \$500.00 \$ **\$ 500.00**
Refundable if all cleaned and approved by staff

Table Rental: \$ _____

Chair Rental: \$ _____

Misc. Expense(s): \$ _____

Total Due at Contract Signing (50%) *: \$ _____

Total Due 60 days prior to Event*: \$ _____

***If event is less than 60 days in the future, all fees *must* be paid in full at time of contract signing.** _____ Date Due

Signatures

Renter

Date

Owner (YDC Representative)

Date

_____ To ensure you receive your \$500 cleaning deposit back, the following is a list of tasks that must be completed prior to leaving the property. Any items left undone will result in forfeiture of your cleaning deposit.

Cleaning tasks include:

1. Disposing of all garbage (and recycling where applicable)
2. Take trash to dumpster and ensure it is **in the dumpster**.
3. Sweep the floor. We will provide broom and dustpan
4. Mop the floor. We will provide mop and bucket
5. Clean surfaces used.
6. Wipe down all tables used.
7. Clean the bathroom(s) of trash and waste.
8. Clean kitchen if used.
9. Additions: _____



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NOTES

For YDC Use Only

Did you provide copy of Lease to Renter? Yes _____ No _____

How was payment received by:
 _____ Check Number Attach a copy of check

Paid by Square: Date Paid: _____

Credit Card # _____ CVV _____ Exp Date _____

YDC Staff Who took Payment: _____

Was an ABC License Provided: _____ Yes _____ No Date Provided: _____
 Attach a copy

Was an Insurance Cert Provided: _____ Yes _____ No Date Provided: _____
 Attach a copy

Should Cleaning Deposit Be Refunded? Yes _____ No _____

How was it refunded (check, cash, credit card refund) _____

If not refunded, why:

