

**CHESHIRE FOREST HOMEOWNERS ASSOCIATION  
CLUBHOUSE RESERVATION AGREEMENT**

Name \_\_\_\_\_

Address \_\_\_\_\_

Telephone (H) \_\_\_\_\_ (C) \_\_\_\_\_ (W) \_\_\_\_\_

Email Address: \_\_\_\_\_

Occupancy limited to 60 persons, Anticipated Attendance \_\_\_\_\_

***Only Cheshire Forest residents are authorized to reserve the clubhouse and check(s) will only be accepted from the Residents (Homeowner). Homeowner MUST be present/ on-site during the entire event/ rental at the clubhouse.***

***Reservations will not be taken or held without payment.***

Keys will be issued by **Chesapeake Bay Management (CBM)**. The key must be picked up no sooner than 1 (one) day in advance of your rental. Keys must be returned to the association manager's office on the first business day following your event. Chesapeake Bay Management is located in the Greenbrier section of Chesapeake located at 860 Greenbrier Circle. **Please call the office at 534-7751 to make arrangements to pick up/drop off a key.**

**I am a member in good standing of the Cheshire Forest Homeowners Association, and agree to reserve the Cheshire Forest Clubhouse on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_;  
From \_\_\_\_\_ am/pm - \_\_\_\_\_ am/pm and agree to abide by the following rules:**

- The **\$200 rental fee** is to be delivered with this signed reservation agreement payable to CHFOA no later than two weeks prior to the date of your reservation.
- The \$500 Security Deposit is to be brought to CBM when you pick up the key for the rental, Your check or money order must be made payable to **Cheshire Forest HOA**. Keys will not be released without a security deposit.
- The deposit, or a portion thereof, will not be refunded if there is damage or loss to the facilities. If such damage, repair, or replacement exceeds the deposit, said user shall be responsible for any and all additional costs. If the renter of the clubhouse has any portion of his/her deposit withheld more than one time, rental privileges will be suspended for one year.
- ***All balloons must be removed after your event. If balloons are left behind, the renter will be charged the price to remove. (Balloons can get entangled in the ceiling fans and cause damage). Fees for damages are included on the event checklist form.***
- The **Homeowner** signing this agreement shall be **present at all time** during the period that the facility is reserved and agrees to **arrive** at the clubhouse **no sooner than 1:00 PM** on the date of the event and end the event by MIDNIGHT on the rental date and have all guests **off the premises by 12:25 a.m.** Rentals for public functions will not be permitted. If the homeowner is found not to be on the property during the rental period, the security deposit will be forfeited. Arrival times earlier than 1:00 PM may be allowed on a case basis; Contact CBM to determine if an earlier arrival time is possible.
- The Homeowner reserving these facilities shall hold harmless the association for any bodily injuries or property damage, which may arise out of the homeowner's use of the facilities or neglect.

- The Homeowner reserving these facilities agrees that the facilities will not be used for any illegal purpose, and that said use for these facilities shall be in full compliance with all laws, statutes, and ordinances of the City of Chesapeake and the Commonwealth of Virginia.
- The Homeowner reserving these facilities agrees not to bring any pets into the clubhouse except those animals accepted under the American Disabilities Act (service animals shall be harnessed, leashed or tethered and under the owner’s control).
- In addition, the Homeowner reserving the facilities will enforce the **NO SMOKING POLICY**.
- **Rental of the clubhouse does not allow use of the pool or tennis courts for private events. Additional fees and reservations are required – call CBM for more information.**
- Additionally, please note that the clubhouse is a secured facility, monitored by a security company. If for any reason the alarm is set off during your rental, you will be financially responsible for any false alarm charges billed to the Association by CPD.
- **CANCELLATION POLICY: If for some reason you need to cancel, please notify CBM in writing as soon as possible. Cancellations made 30 or more days in advance will be refunded the rental fee. Cancellations made less than 30 days prior to the reservation will result in the forfeit of the rental fee unless the clubhouse is re-rented to another owner for the same date.**
- Keys not returned to the management company in a timely manner will result in additional costs up to \$500.
- By signing below, you agree to all terms and conditions located within the rental agreement, including but not limited to, the pre and post event clean-up check list, (please see attached).

**Signature of Homeowner** \_\_\_\_\_ **Date** \_\_\_\_\_

**Please note that your reservation will not be taken or be held without payment.**

Please return this contract (pages 1-2), enclose your checks-payable to **Cheshire Forest HOA** and return to:

**Cheshire Forest Homeowners Association**  
**860 Greenbrier Circle, Suite 302**  
**Chesapeake, VA 23320**  
 OFFICE USE ONLY

Rental Fee (\$200) Check # _____  Security Deposit (\$500) Check# _____	Received by / Date: _____ Notified Homeowner of receiving contract _____ Date Check Returned to homeowner _____
Security deposit will be returned to you, less any damages.	