



THIS AGREEMENT made and entered into this _____ day of _____ 20____,
by _____ and _____ representing _____, hereafter referred to as "LESSEE" and the OLD DOMINION BOAT CLUB, hereafter referred to as the "CLUB", which covers the rental of the ODBC Ballroom for a period of four (4) hours from _____ AM/PM until _____ AM/PM, on ____ day of _____, 20____. This affair will be a (dance, reception, fundraiser, etc.) _____ and _____ persons are expected to attend. Lessee will / will not have entertainment for this event. ODBC has a NON-SMOKING policy for the entire building. The designated smoking area is outdoors, away from the building. This policy is strictly enforced.

The parties hereto agree as follows:

1. The facilities of the Club are available for rental for a 4 hour period under the following:
 - a. **Member Family Weekend Rental:** (Member must be in attendance) Immediate family of members to include spouse, mother, father, siblings, and children. A Family Rental may include the following celebrations; birthday, engagement, wedding reception, or anniversary, retirement, religions ceremony such as celebration of life, communion, christening, bar mitzvah, etc...exceptions will be considered by the Board of Governors on a case by case basis. Member needs two sponsors.
 - b. **Member Family Rental Cost:** Ballroom (max 175 persons) \$900.00 weekday – Deck 500.00/week-end rate 900.00 and deck 500.00.
 - c. **Member Non-Family Weekend Rental:** All non-family rentals must be sponsored by two members, one of whom shall be the designated the "primary sponsor". It is expressly acknowledged and understood that the sponsoring members shall be present during the entire rental and are responsible for damages and monies due for supplies and services rendered.

Rental Cost: Member Non-Family Weekend rental: Ballroom (max 175 persons) \$2900.00; Patio/Deck \$1000.00.

- d. **Member Non-Family Mid-Week Rental:** All non-family rentals to be held Sunday through Friday (day), must be sponsored by two members, one of whom shall be designated the "primary sponsor". It is expressly acknowledged and understood that at



least one of the sponsoring members shall be present during the entire rental and are responsible for damages and monies due for supplies and services rendered.

- e. **Rental Cost: Member Non-Family Mid-week Rental:** Ballroom \$1900.00 Patio/Deck \$500.00.
- f. The President's Room is available M-F, 11a-2p, at a rate of \$300. A \$300 deposit is required. The group must order from the club menu (food & beverage). Maximum 17 people.
- g. Notwithstanding any other provisions of this agreement, parties may be held on Club premises for children under 21 years of age, only if; no more than 40 children and at least .25 adult chaperones per child (two of whom must be members) attend the party. (Example 40 children x .25 chaperones = 10 adult chaperones) In addition two facilitators must be present at the party. The cost of a facilitators will be charged to the lessee at a rate of \$300.00 each. All children of members or guests must be accompanied by an adult to access or egress the facility.
- h. The use of the Catering kitchen is included with all rentals; however, an additional assessment of \$500.00 will be levied for cleanup by commercial cleaner the following business day of the lessee's function. This does not apply if you use ODBC catering. We require a 7 day notice to cancel ODBC catering (50% fee assessed if less than 7 days).
- i. An additional fee will be charged for the use of a Facilitator, security personnel and any additional employees needed for the rental function at the discretion of the ODBC General Manager or Rental Chairman.
- j. A security deposit of one hundred percent of the rental fee shall be required. Said deposit will be returned within one (1) week of the conclusion of the rental function after completion of cleanup and inspection of the area by the ODBC General Manager or their designee. A portion or all of the security deposit may be retained to cover the costs of damages, or non-normal cleanup at the discretion of the Club General Manager or Rental Chairman.
- k. Any and all room rental fees are due in full with the signed rental application.
- l. All other fees for items, services provided and any additional fees as set forth by the "Rental Price List" shall be due in full at the conclusion of the rental function. (These fees shall include: Beverages, Cups, Napkins and other provided paper products.)



2. All rental applications must be submitted to the Board of Governors for approval at least 30 days prior to the scheduled event. Any application that is submitted for approval with less than 30 days advance notice must include an additional fee of \$250.00 with the rental application. (Said fee is non-refundable.) Weddings and events requiring long range planning may apply for event approval and booking no earlier than twelve (12) months in advance of the event (50% rental fee to book). Final approval shall be given by the Board of Governors.
3. No person/s shall be allowed to rent the ODBC facilities for self profit.
4. The lessee shall not bring on the premises any item that is available for sale at the ODBC...i.e...Beer, Wine, Liquor set-ups, ice, Champagnes ¹etc. If the lessee needs to obtain an item not normally available at the ODBC, the ODBC General Manager will attempt to make arrangements to have said items available for their function. Special order items need to be requested at least two (2) weeks prior to the function; all left over special order items will become the property of the lessee at the conclusion of the function.
5. If Alcohol is being served at your function you must hire an ODBC bartender. A 4 weeks prior notice is required to schedule a bartender at a fee of \$40.00 per hour with a 6 hour minimum.
6. The Lessee may retain the services of an outside caterer (Club GM or Rental Chairman can recommend) for food service at their own expense. All outside caterers must provide a valid business license, valid proof of insurance naming Old Dominion Boat Club as additional insured presented to ODBC before the function, current food handlers certificates for the State of VA, and a banquet permit, (when required) at least two (2) weeks prior to the function. Additionally the outside caterer must agree to adhere to all ODBC rules. Failure to obtain this documentation could result in the cancellation of the lessee's event with forfeiture of all rental and special order item fees. Caterer will remove all trash from the ODBC premises.
7. The Club Taproom shall be occupied by Club members ONLY. The parking lot facilities are for Club member USE ONLY. No one is allowed to carry food or beverages of any type beyond the immediate Club premises. During the lessee's function, all activities are to be restricted to contracted areas only. Contracted areas include the interior facilities of the Club, excluding the Taproom and Rooftop. The use of outdoor Club facilities does not convey in any rental, unless approved by the Board of Governors.



8. The Clubs Rental Chairperson and/or the Clubs' General Manager must be notified two (2) weeks prior to the rental function as to desired room configuration. No decorations of any type are to be taped or pinned to the walls, lessee must use easels for any decorations. Any alterations to the room must be approved by the Rental Chairman.
9. Non-member guests are deemed to be guests of the rental sponsor and such sponsor shall be limited to six guests for purposes of any club use not included within the rental agreement.



Rental Fees

Ballroom:	\$ _____
Deck:	\$ _____
Bartender	\$240 per 60 guests
Set-up/ Clean up/ Ballroom	\$350
Deck / Clean up	\$250
Catering Kitchen Cleaning Fee	\$500
Facilitator	\$300
Rental Amount Received:	\$ _____
Security Deposit:	\$ _____

Approval Signature of Rental Chairman/ODBC General Manager: _____

*Prices are subject to change without notice

Name of Lessee: _____

Address: _____

City, State, Zip: _____

Phone #: _____

Signature: _____

Primary Sponsor: _____

Address: _____

City, State, Zip: _____

Phone #: _____

Signature: _____

Secondary Sponsor: _____

Address: _____

City, State, Zip: _____

Phone #: _____

Signature: _____

By signing this agreement; I hereby agree to the terms and conditions of this agreement understand that I must remain on premises for the duration of this event.