

**WOODLAND POND SWIM & RACQUET CLUB**  
**CLUBHOUSE RENTAL & POOL PARTY APPLICATION & CONTRACT**

In accordance with the Rules and Regulations approved by the Woodland Pond Swim and Racquet Club Board of Directors, pertaining to the use of the clubhouse and approval for use of same, the following application must be completed and submitted to the WPS&RC Clubhouse Director.

<b>Renter Information</b>	<b>Sponsor Information (If applicable)</b>
Name	Name
Address	Address
Phone #	Phone #
Email	Email
Are you a member of WPSRC? <input type="checkbox"/> YES <input type="checkbox"/> NO, Sponsor information is provided	

<b>Party Details</b>			
Type of Party:			
Date Requested:	Time of arrival for setup:	Time of departure after cleanup:	Event time: Start: _____ Stop: _____
Number of Guests: _____ (Maximum allowed is 150)			
Are children attending? <input type="checkbox"/> YES, ages of those attending _____ Note: One adult chaperone per 15 minor children is required <input type="checkbox"/> NO			
Will there be music? <input type="checkbox"/> Yes, Name of band or DJ _____ <input type="checkbox"/> Inside Clubhouse or <input type="checkbox"/> On Pool Deck <input type="checkbox"/> NO			
Is a caterer involved? <input type="checkbox"/> YES, name of caterer _____ <input type="checkbox"/> NO			
Cleanup: <input type="checkbox"/> Self Cleanup <input type="checkbox"/> WPSRC Professional Cleaning (\$125)			

**FOR CLUBHOUSE RENTALS**

(this section is only to be filled out if renting the clubhouse)

Rental of the Woodland Pond Swim & Racquet Club Clubhouse [WPS&RC Clubhouse] for private functions is available to adult members who are at least 23 years of age. The rental fees are listed in ATTACHMENT A. In addition, a refundable security deposit of \$150.00 is required. A reservation date is secured only when this contract has been returned signed to the Clubhouse Director along with this application/contract, \$150 security deposit and half of the rental fees. The balance of the rental fee must be paid in full at least two weeks in advance of the reservation date. All checks are to be made payable to the Woodland Pond Swim & Racquet Club. A separate check is requested for the \$150.00 refundable security deposit. This check will be voided if no damages are found after the event.

Non-members who wish to rent the Clubhouse facilities must be sponsored by a member. Both member sponsor and non-member renter are equally liable should there be damage repair or replacement costs which exceed the prepaid security deposit of \$150.00.

Cancellations may be made up to 21 days prior to the rental date without a charge. A cancellation fee of \$50.00 will be charged for any cancellations 14 to 21 days prior to the rental date. No refund of the deposit will be given for cancellations made within 14 days of the rental date.

The Woodland Pond Swim & Racquet Club Board of Directors reserves the right to refund deposits, refuse rental or terminate occupancy if, in our opinion, the occupancy may be detrimental to the property. No refunds will be given if occupancy is terminated as a result of violation of our rental regulations, or if the reservation was obtained under false pretenses.

The code to the left lockbox will be given to the renter the day prior to their event by the Clubhouse Director. The keys are inside of the lockbox and will unlock the pool gate, clubhouse and bathrooms. Please place the keys back in the lockbox at all times.

The AC/Heat will be adjusted as needed during the event virtually by the Clubhouse Director.

Unless specifically requested as noted above and paid for, this reservation does not include the pool nor its facilities. It also does not include the pond or adjoining areas.

**I understand and agree to the following regulations:**

The Woodland Pond Swim and Racquet Club assumes no responsibility, and the member and their guests can have no claim against the WPS&RC, for the property of the members and their guests that may be brought into or left in the building or on the grounds. \_\_\_\_\_ [Initial]

The WPS&RC assumes no responsibility, and the members and their guests can have no claim against the club for any accident or injury to any person or property. \_\_\_\_\_ [Initial]

I understand that prior to my function I will inspect the condition of the clubhouse and if any damage exists I will report them immediately to the Clubhouse Director. I will be responsible for any damage that occurs during my function and will be charged accordingly.

I understand that I am personally responsible for the payment of any and all damages to the facility in excess of the \$150.00 security deposit posted. In the event I fail to pay any such damages, the amount of such damages shall represent a special assessment. I also agree to pay any and all legal fees incurred by the Woodland Pond Swim and Racquet Club, Woodland Pond Homeowners Association and / or the Woodland Pond Lakefront Association associated with the collection of any such special assessment and that any legal proceedings will take place in the county of Chesterfield, Virginia.

I understand that the maximum capacity of the clubhouse is 150 persons.

There will be no smoking anywhere inside the building. I must supply proper receptacles for those who wish to smoke outside the building.

Alcoholic beverages may be used in moderation. Alcohol may not be served to, nor consumed by anyone under the legal drinking age of 21 in the Commonwealth of Virginia. **It is the renter's responsibility to acquire the proper one-day Banquet**

Licensing from the Virginia ABC Department if alcohol is to be served to their guests \_\_\_\_\_ [initial].  
<http://www.abc.virginia.gov/licensing/obtainlicense.html>

I agree that if the facility is to be used by minor-aged children, I will provide one responsible adult per 15 minor-aged guests and they will be present at all times.

I agree to be responsible for the prompt termination of the activity for which I have rented the clubhouse. I understand that no activity may exceed beyond the agreed upon time. All activities will be confined to the clubhouse. All furniture will remain on the premises.

I understand that no fires are allowed in the fireplace. Decorative candles may be used with advance permission of the Clubhouse Director. According to the Fire Code, I agree to leave 2 exit doors unlocked during the function \_\_\_\_\_ [initial].

I agree to be responsible for the conduct of my guests and to indemnify and hold harmless the Woodland Pond Swim & Racquet Club, The Woodland Pond Homeowners Association and the Woodland Pond Lakefront Association and their respective board members for any damages to the facilities, any other premises, or for any personal injury caused by their conduct while using the facility.

I agree to promptly terminate the activity and to vacate the facility upon request of any Woodland Pond Swim & Racquet Club board member or civil authority in the event of any disruptive conduct on the part of my guests. All local and county ordinances need to be adhered to.

I will remove all food and trash from the clubhouse and the restrooms to the Large Trash Disposal receptacles located behind the clubhouse. All Disposal Receptacles will be placed on the curb at the end of the event. This must be done nightly. No food is to be left in the clubhouse or in the breezeway overnight. I will return all tables and chairs to the storage room or outside area where they are kept, and all furniture will be returned to its former position near the fireplace.

Common sense will apply to the use of decorations and fireplace. Please be considerate to not damage the walls or facilities when decorating. Damages to the facility will be charged.

Music must be kept in moderation as to not disturb nearby residents. All county and local ordinances must be adhered to. If the charcoal grill is used, any fire or hot coals will be fully extinguished and disposed of in the charcoal waste container provided by the club when the rental is terminated.

I agree that the full security deposit will be forfeited if the doors and window of the clubhouse or the gates are not properly locked upon termination of the function. I understand that the security deposit will be returned within 10 days after the date of the rental and upon inspection of the premises by the Clubhouse Director to determine that the clubhouse and grounds have been left in good condition.

I have read and understand the above conditions.

I have read and understand all of the terms of the WPSRC Party Rental Application/Contract and I agree to all the terms and conditions outlined in the Contract.

Signature of Renter \_\_\_\_\_ Date \_\_\_\_\_

If Renter is not a WPS&RC Member:

Signature of Sponsor \_\_\_\_\_ Date \_\_\_\_\_

**FOR POOL PARTIES (Including Pool access with Clubhouse Rental)**  
(this section is only to be filled out if accessing the pool)

**POOL PARTY DURING NORMAL POOL HOURS**

Any adult (23 years or older) member of the Woodland Pond Swim and Racquet Club (WPSRC) may host a pool party during normal pool hours. The rental fees are listed in ATTACHMENT A. In addition, we require a \$150 refundable security deposit. Guest fees apply for those guests older than 5. You must purchase guest passes for any guests who are not members of the WPSRC. Guest fees are \$5.00 per non-member swimming fee for individuals over the age of 5. You may purchase a guest pass card, which is good for 10 guests for \$40.00. If you do not use all 10 the day of the party, it can be used any time. Guest passes can be purchased at the lifeguard table.

**POOL PARTY AFTER NORMAL POOL HOURS**

Any adult (23 years or older) member of the Woodland Pond Swim and Racquet Club (WPSRC) may rent the pool for private functions after normal pool hours. All fees apply to pool parties as noted in ATTACHMENT A. For afterhours Pool Parties rental fee is \$75, plus the cost of Lifeguards as set by Swim Metro (\$75/hour for 3 lifeguards). An additional security deposit of \$150 is required. The reservation is not confirmed until the signed Contract, Rental Agreement and Security Deposit have been returned to the Clubhouse Director. The rental fee and Lifeguard charge are payable in full 2 weeks before the event. All checks are to be made payable to the Woodland Pond Swim and Racquet Club (WPSRC).

Cancellations of the rental made 14 days prior to the date of the event will receive a full refund. A cancellation fee for \$25 will be charged for cancellations made 7-14 prior to the rental date. No refund will be given for a cancellation less than 7 days prior to the rental date.

Guest fees are \$5.00 per non-member swimming fee for individuals over the age of 5. You may purchase a guest pass card, which is good for 10 guests for \$40.00. If you do not use all 10 the day of the party, it can be used any time. Guest passes can be purchased at the lifeguard table. Guest fees do not apply to afterhours pool parties.

The Club House Director will need an approximate number of Guests 7 days prior to the event. At that time, Swim Metro will be informed of the party. If they require additional life guards, the fee would be \$25.00 per lifeguard per hour.

On the day of your party, please give the lifeguard on duty at the desk a list of your swimming guests. Please provide the same list, 2 days prior to the Club House Director.

For afterhours parties, the code to the left lockbox will be given to the renter the day prior to their event by the Clubhouse Director. The keys are inside of the lockbox and will unlock the pool gate, clubhouse and bathrooms. Please place the keys back in the lockbox at all times.

The Woodland Pond Swim and Racquet Club Board reserves the right to refund deposits, refuse rental or terminate occupancy if, in our opinion, the occupancy may be detrimental to the property. NO refunds will be given if the occupancy is terminated as a result of violation of our rental regulations, or if the reservation was obtained under false pretenses.

**I understand and agree to the following regulations:**

The Woodland Pond Swim and Racquet Club assumes no responsibility, and the member and their guests can have no claim against the WPS&RC, for the property of the members and their guests that may be brought into or left in the building or on the grounds. \_\_\_\_\_ [Initial]

The renter is personally responsible for the payment of any and all damages to the facility in excess of the \$150 security deposit posted. In the event the renter fails to pay any such damages, the amount of such damages shall represent a special assessment. The renter also agrees to pay any and all legal fees incurred by the WPSRC, Woodland Pond Homeowners Associations and/or the Woodland Pond Lakefront Association associated with the collection of any such special assessment and that any legal proceedings will take place in the County of Chesterfield, VA.

It is the renter's obligation to be present at all times during the period of the reservation.

I agree that if the facility is to be used by minor-aged children, I will provide one responsible adult per 15 minor-aged guests and they will be present at all times.

I agree to be responsible for the conduct of my guests and to indemnify and hold harmless the Woodland Pond Swim & Racquet Club, The Woodland Pond Homeowners Association and the Woodland Pond Lakefront Association and their respective board members for any damages to the facilities, any other premises, or for any personal injury caused by their conduct while using the facility.

I agree to promptly terminate the activity and to vacate the facility upon request of any Woodland Pond Swim & Racquet Club board member or civil authority in the event of any disruptive conduct on the part of my guests. All local and county ordinances need to be adhered to.

No activity may extend beyond the agreed upon time. This reservation does not include the clubhouse, lake or adjoining area unless noted in this application/contract.

Music must be kept in moderation as to not disturb nearby residents. All county and local ordinances must be adhered to.

If the charcoal grill is used, any fire or hot coals will be fully extinguished when the rental is terminated.

For after-hours pool parties, I will remove all food and trash from the pool in receptacles located throughout the pool. No food or trash is to be left out overnight. This must be done immediately following the termination of my function.

The security deposit will be refunded within ten days after the date of the rental and upon inspection of the premises to determine that the pool and ground have been left in good condition. A violation will result in the forfeiture of the deposit and may result in the suspension of the future privileges by the WPSRC Board.

I have read and understand the above conditions.

I have read and understand all of the terms of the WPSRC Party Rental Application/Contract and I agree to all the terms and conditions outlined in the Contract.

Signature of Renter \_\_\_\_\_ Date \_\_\_\_\_

If Renter is not a WPS&RC Member:

Signature of Sponsor \_\_\_\_\_ Date \_\_\_\_\_

**ATTACHMENT A  
WPSRC CLUBHOUSE RENTAL AND POOL PARTY PRICING**

<b>WPSRC Clubhouse Rental and Pool Party Price List (Effective June 1, 2022)</b>		
<b>Clubhouse Rental Fees</b>	<b>WPSRC Member</b>	<b>Non-Member</b>
<b>2 hours</b>	<b>\$120</b>	<b>\$150</b>
<b>4 hours</b>	<b>\$240</b>	<b>\$300</b>
<b>6 hours</b>	<b>\$360</b>	<b>\$450</b>
<b>7-24 hours with 2-day access</b>	<b>\$480</b>	<b>\$600</b>
<b>3 days</b>	<b>\$720</b>	<b>\$900</b>
<b>WPSRC Professional Cleaning</b>	<b>\$125</b>	<b>\$125</b>
<b>Self Cleanup</b>	<b>\$0</b>	<b>\$0</b>
<b>Refundable Security Deposit</b>	<b>\$150</b>	<b>\$150</b>
<b>Association Meeting Fee (WP HOA I and II, Lakefront Association, and Garden Club) One free annual meeting.</b>	<b>\$75</b>	<b>\$75</b>

<b>Pool Party Fees</b>	<b>WPSRC Member</b>	<b>Non- Member</b>
<b>Small Pool Party &lt;30 swimming guest with no club rental</b>	<b>\$0</b>	<b>\$120</b>
<b>Large Pool Party &gt;30 swimming guest with no club rental</b>	<b>\$120</b>	<b>\$150</b>
<b>Small Pool Party &lt;30 swimming guest with club rental</b>	<b>\$0</b>	<b>\$0</b>
<b>Large Pool Party &gt;30 swimming guest with club rental</b>	<b>\$0</b>	<b>\$0</b>
<b>After Hours Pool Party (requires 3 lifeguards/hour additional fee)</b>	<b>\$75/hour</b>	<b>\$75/hour</b>
<b>Additional Lifeguard (additional lifeguard needed &gt;30 swimming guests)</b>	<b>\$25/guard/hour</b>	<b>\$25/guard/hour</b>
<b>Note: For all pool parties, guest fees apply to all swimming guests &gt;5 years of age. Pool Guest Passes can be purchased at the lifeguard desk for \$5.00 each or Guest Pass Card of 10 for \$40.00</b>		

Please email all questions to **WPCLUBHOUSE@YAHOO.COM**