

WOOD VALLEY SWIM & RACQUET CLUB

Clubhouse Rental and Registration Information

rental@woodvalleysrc.com

The Wood Valley Swim & Racquet Club Clubhouse is available for rental throughout the year to both Members and Non-Members. The facility is a 30 feet x 34 feet, and will support 100 people standing and/or 60 people seated. Amenities include a complete kitchen including stove, microwave and standard sized refrigerator; Wi-Fi; and Audio/Video Systems. Rental periods of the clubhouse are for up to five (5) hours unless additional fees are paid, and/or otherwise negotiated.

FEES:

Wood Valley Clubs/Organizations: \$50/rental period

WVSRC Members (in good standing): \$125/rental period

Non-members: \$325/rental period

Deposit: \$200 for all non-member rentals and \$100 for all member rentals. **This fee will be returned after an event if no problems found after rental.

CLUBHOUSE RENTAL INFORMATION:

Rentals of this facility are made on a first come, first served basis. If interested in renting this space, please send an email to rental@woodvalleysrc.com to check for availability. Once availability is verbally confirmed for an event, a completed rental agreement form, a rental fee payment, and a refundable deposit (if applicable) MUST be received within 14 days of the verbal confirmation to secure a rental.

CANCELLATION POLICY:

Any cancellations must be received in writing. A complete refund will be issued for reservations cancelled at least 30 days prior to the event. For reservations cancelled within 1-4 weeks of the event, a \$50 cancellation fee will be withheld from the refund. A \$100 cancellation fee will be withheld for cancellation made within 7 days of the event.

PRE-RENTAL PROCEDURES:

Once an event is verbally confirmed and full payment has been made for an event, you may contact Terri Wooster @ (919) 280-7697 to make arrangements to obtain a key to the clubhouse one day prior to the event. On the day of the event, a period of 2 hours pre-event and post-event will be given for all rentals. If additional time is needed for pre-event/post-event, this can be negotiated when signing up for rental.

RENTAL RULES AND RESPONSIBILITIES:

In addition to the Club's general rules (which are posted on the WVSRC.com website), the following rules apply to all clubhouse events:

- Non-member rentals are not allowed on the pool deck or in the pool at any time during their event.
- The individual renting the clubhouse is responsible for the actions of their guests.
- All parties must end by midnight and guests must vacate the premises unless board approved in advance of the event.
- No Smoking in the Clubhouse or on the pool deck.
- No Illegal Activities.
- Parties must be courteous of our Wood Valley neighbors at all times, and keep noise at a reasonable level at all times. No music (including DJs, bands) or loud noises allowed after 11:00 pm.
- No defacing of any walls or damaging the facilities in any way.
- No wet bathing suits in the clubhouse main room.
- Maximum # of guests is 100.
- No pool furniture in the clubhouse and no clubhouse furniture on pool deck.
- Do not prop doors open to Clubhouse.
- For WVSRC Member Rentals, no one is allowed on the pool deck or in the pool unless a pool fee has been paid and lifeguards are on duty.
- For WVSRC Member Rentals, no one is allowed on the pool deck or in the pool after 11pm, unless board approved in advance of the event.

Failure to comply with these rules may result in an event being shut down, and also no deposit being refunded.

CLEAN-UP/CHECK-OUT PROCEDURES:

It is the renter's responsibility to follow the clean-up checklist (noted below) to ensure that the facility is clean upon departure. Failure to do so will result in a loss of the rental deposit.

Clubhouse Clean-Up & Check-Out Procedures

- ☐ Tables cleaned, folded, and stacked in closet (please count before and after). • 9 - 6ft. tables/8- 48" Round Tables
- ☐ Chairs cleaned and stacked in closet (please count before and after). • 60 padded stacking chairs/• 20– additional stacking chairs
- ☐ Carpet Vacuumed, Floors Swept, Tile area mopped (if required)
- ☐ All trash is bagged and placed in outside trash bins. All inside trash cans should be empty with clean trash liners (new trash liners are located under the kitchen sink).
- ☐ All bathrooms are clean, toilets flushed, and faucets are turned off.
- ☐ Kitchen is clean and oven/stove is turned off.
- ☐ Any trash on pool deck is picked up (if applicable)
- ☐ Heating/Cooling is returned to the original settings. (72 during winter months, 75 during summer months)
- ☐ All exterior doors are locked.
- ☐ Exit the building via the main clubhouse doors and make sure all exterior doors are securely locked.
- ☐ Return key to key box immediately after rental.

Problems: (Please note any problems during this rental)

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Suggestions for Improvements: (How can we make renting WVSRC better?)

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Signature:	Date:
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WOOD VALLEY SWIM & RACQUET CLUB
Clubhouse Rental Agreement

Mail this completed rental agreement, along with your TWO checks (Rental & Deposit) to:

WVSRC - RENTAL, 10316 Boxelder Drive, Raleigh NC 27613

Date of Rental		Number of Guests/Attendees	
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Last Name:		First Name:	
Address			
City:	State:	Zip:	
Home Phone:	Cell Phone:	Email:	
Set up Time Requested	Start Time	End Time	

CLUBHOUSE RENTAL (5 hour rental period)

Clubhouse Rental	Amount	Total Clubhouse Rental Due
Wood Valley Clubs/Organizations	\$50.00	
WVSRC Members (in good standing)	\$125.00	
Non-Members	\$325.00	
Extra Hours	\$50/hour x ____ hours	

Rental Fee Due	
Deposit Fee Due	

In addition to the agreed upon rental fee indicated above, I have included a refundable deposit fee for the event I will be hosting at WVSRC. This deposit fee will be refunded after a thorough inspection of the facility has been completed (within 1 week). In the event that there are any damages or the attached check-out procedures are not followed, my deposit will be used to defray any additional cleaning/repair bills. Any additional expenses above the deposit fee will be billed to me and will be payable upon receipt. **My signature indicates that I agree with the rules/regulations of WVSRC and that I will adhere to the rental usage and check-out procedures for this rental.**

Signature: _____ Date: _____