

**NHCA Member RENTAL AGREEMENT**

This agreement dated \_\_\_\_\_ between Northern Henrico Civic Association, Inc., hereinafter called NHCA, and \_\_\_\_\_ Hereinafter called Lessee;

WITNESS, that NHCA rents to Lessee the NHCA building, situated in Henrico County, Va., to be used for \_\_\_\_\_ and for no other purpose, for the hours of \_\_\_\_\_ to \_\_\_\_\_ on the day/night of \_\_\_\_\_ at the **rent of \$350.00, plus a \$150 security deposit. The total amount of \$500 is required at the time of the rental.** Said deposit will be returned within 30 days in the building is left in good condition on inspection. **Please pay special attention to the statements in the attached rules regarding cleanliness.** In the event it becomes necessary for the Lessee to cancel the reservation less than five (5) days prior to the rental date, the security deposit will be forfeited.

The lease is made on the following terms and conditions which respective parties covenant and agree to perform and fulfill:

ONE: The NHCA shall not be responsible for the loss of valuables belonging to the Lessee, his guest or to those persons invited by Lessee into said building.

**TWO: The rules and regulations in regard to the NHCA building annexed to this lease shall be considered a part of this agreement and Lessee agrees that said rules and regulations shall be faithfully observed by Lessee, his guests and all persons invited by Lessee into said building.** It is stressed that no admission may be charged without the function and admission charges being first approved by NHCA.

THREE: Lessee agrees to keep, save, and hold NHCA and Trustees of the NHCA Building free from all liability and claim for damages by reason of any injury to any person or persons, including Lessee, or property of any kind whatever and to whomsoever belonging, including Lessee's from any cause or causes whatsoever, while in, parking lot adjacent thereto, during the term of this lease, Lessee hereby agrees to indemnify and save harmless NHCA from all liability, loss, cost and obligations on account of or arising out of any such injuries or losses, however occurring.

Lessee assumes responsibility for the replacement of any furnishing or equipment which may be lost, damaged or destroyed during the term of this lease.

IN WITNESS WHEREOF, the said parties have hereunto set their hand the day and year above written.

NORTHERN HENRICO CIVIC ASSOCIATION, INCORPORATED

By \_\_\_\_\_  
Lessee

BUILDING RENTAL INFORMATION FOR NHCA TREASURER

Please submit this form with contract and payment to  
NHCA 319 North Wilkinson Road, Henrico VA 23227

Facility is not reserved until both forms and total payments have been received

Name \_\_\_\_\_

Address \_\_\_\_\_

City, State and Zip Code \_\_\_\_\_

Phone \_\_\_\_\_

Member of NHCA (circle one) Yes No

If you have not paid your NHCA annual membership fee, please include an additional \$30 annual membership fee.

Rental Date \_\_\_\_\_

Rental Fee \_\_\_\_\_

Security Deposit Fee \_\_\_\_\_

Total Fees \_\_\_\_\_

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For Treasurer's Use:

Renter's check number \_\_\_\_\_

Date and NHCA check number of security deposit return to renter \_\_\_\_\_

**RULES AND REGULATIONS FOR USE OF  
NORTHERN HENRICO CIVIC ASSOCIATION BUILDING**

- 1. Building may only be leased to members of NHCA or to organizations which are non-profit, charitable or tax-exempt. The building may be leased to members of NHCA for family-related functions such as wedding receptions, birthday parties or family reunions. No admission may be charged if Lessee is a member of NHCA. The building may be leased to non-profit, charitable or tax-exempt organizations for functions consistent with that organization's purposes. Under no circumstances may the non-profit, charitable or tax-exempt Lessee charge admission without the function and admission charges being first approved by NHCA.**
- 2. Members must live in the NHCA area.**
- 3. Rental rates are \$350 per day plus a refundable \$150 security/cleaning deposit.**
- 4. Checks in payment of rent and deposit shall be made payable to Northern Henrico Civic Association, Inc. and presented along with signed rental agreement.**
- 5. The use of the building by any person shall be restricted to the interior thereof, the walls and parking lot adjacent thereto and no activity shall be carried on therein which would interfere with the use of the adjoining property owned by the Chickahominy Aquatics Association.**
- 6. All chairs and tables must be returned to chair room. Chairs must be stacked, eight per stack and stored without blocking the marked fire exit lane. FAILURE TO DO SO WILL RESULT IN A LOSS OF HALF THE DEPOSIT AS A FEE TO RESTACK THE CHAIRS.**
- 7. All decorations must be taken down and removed from the premises at the end of leased period. No material may be used in decoration that is not flameproof, nor any candles or any uncovered flames may be used.**
- 8. No nails are to be driven into walls or woodwork and the premises are not to be defaced in any manner. All cutting, sanding, painting, etc. shall be done outside and not in the building and all debris cleaned up from the premises. No holes shall be bored or cut for wires or other purposes, and no change in electric fixtures or other appurtenances of the premises are to be made without prior written consent.**
- 9. No equipment belonging to the NHCA shall be removed from the premises.**
- 10. No alcoholic beverages may be consumed on the premises unless proper permits are obtained from the Virginia Department of Alcoholic Beverage Control. There will be no consumption of alcohol by minors and no sale of alcohol.**

11. *All trash and waste must be placed in the large trash cans located outside. Floors, sinks and restrooms should be left at least as clean as they were found. Failure to do so will result in the loss of the cleaning deposit.*
12. Under no circumstances shall minors be allowed the use of the premises without adult chaperones and no minor may sign rental agreement.
13. Lessee shall be responsible for turning off lights, closing windows, adjusting thermostat, and locking the premises including setting all deadbolts at the end of leased period. Key must be returned same day.
14. Building must be vacated by 11:00 p.m. Music must stop at 10:30 p.m.
15. No use shall be made of the building or any activity carried on therein that shall in any manner violate any Federal, State or County laws or ordinances.
16. The building shall not be used for any venture having as its main objective the personal profit of any individual. It is not intended however to restrict fund raising activities of clubs, churches or similar organizations.
17. Please check stove (burners and oven) before leaving building. Heat should be set at 55° and air conditioning at 90°.

**THIS SHEET SHOULD BE GIVEN TO THE PERSON WHO WILL CLOSE THE BUILDING. FAILURE TO COMPLY WITH THESE REQUIREMENTS WILL RESULT IN THE LOSS OF YOUR DEPOSIT.**