

PURCELLVILLE RIDGE CLUBHOUSE LICENSE APPLICATION

Please read and complete the following application. It is *your* responsibility as the applicant to understand all rules and guidelines outlined in this application. If you have any questions about this application, please contact the HOA at Info@purcellvilleridge.org. This application for use of the Purcellville Ridge clubhouse must be signed, indicating that the information supplied by applicant is correct and that applicant has read, understands, and agrees to the Rules and Regulations for the use of this facility.

Functions shall not exceed eight (8) hours in length, beginning no sooner than 8:00 AM and ending no later than 12:00 AM midnight including clean up.

REQUIRED INFORMATION:

Applicant Name: _____ Date Requested: _____
 Applicant Address: _____ Homeowner Renter
 Contact Phone #: _____ Email: _____
 Number of individuals that will be attending during the requested period (estimate): _____
 Reason for Request (i.e. birthday party, celebration, company function, etc): _____

 Start Time _____ End Time _____

Decorations (Please describe all planned decorations):

LICENSE FEE:	\$25 PER HOUR (MINIMUM OF 2 HOURS)
REFUNDABLE DAMAGE DEPOSIT (paid separately)**:	\$250.00 for homeowner applicant \$500.00 for renter applicant

****To reserve the facility and hold the date, the applicant must provide a separate check for the damage deposit in the amount of \$250.00 for homeowners, or \$500 if the applicant is a renter. This check is used as a cleaning/damage deposit and will not be cashed unless there is damage to the equipment and/or area or if the area is not cleaned and the HOA has to have it cleaned or repaired. The deposit will be refunded provided the facility is left in a clean and presentable condition as determined by the HOA and there is no damage or breakage. The individual signing below shall be held responsible for payment of any damage to or loss of HOA property, as well as the cost for any special clean up required, above and beyond the required damage deposit. Any damage or service charges will be billed as soon as possible after the event and the remainder of the deposit returned along with a detailed statement of any charges. Name on check must be the same as application signer. This signed form along with the two required checks should be mailed to the HOA Management Company. You may use the Reservation Request Link under the Calendar of Events tab on the WEB site to confirm the date and time you want is available. However if this application and the required checks are not received by the Management Company within 7 days of the Reservation Request you could lose your reservation if another one comes in for that same day and time.**

Checks should be made payable to "PR HOA"

Note: Fees, rules, and regulations may be amended at any time.

For Office Use

License Fee Paid: \$ _____ <input type="checkbox"/> cash <input type="checkbox"/> check # _____	Damage Deposit Fee Paid: \$ _____ <input type="checkbox"/> cash <input type="checkbox"/> check # _____
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Applicant's Initials _____

Purcellville Ridge Clubhouse Licensing – Rules and Regulations

Before filling out an Application, please read the following rules. Any license application granted is covered by these rules and regulations and on the condition that the applicant and guests observe and enforce them.

1. The applicant lot must be in **GOOD STANDING** within Purcellville Ridge. Good standing is defined as current assessments paid in full, no unresolved HOA rule or guideline violations, and no pending actions before the Board.
2. The applicant must be present and onsite during the entire event to supervise the function.
3. Completion of this application and submission to the HOA, with the required payment and deposit, shall be made at least fourteen (14) working days prior to the date of the function. The HOA has exclusive authority to approve/disapprove applications at its sole discretion. Applications will be accepted on a first-come, first-served basis. Acceptance of an application creates a license agreement, and not a lease. A license agreement can be revoked at any time.
4. Scheduling priority is given to BOD and Committee meetings and events.
5. The applicant is financially responsible for any and all damage that occurs at the pool, and the immediate area surrounding the pool during the function time. The applicant agrees to be solely responsible for any and all liability, claims, loss, damages, costs, and expenses, including attorneys' fees, arising out of or resulting from any injury to persons or damage of property, which arise out of its use of the facilities. Applicant agrees to defend, indemnify and hold harmless Purcellville Ridge HOA, its officers, agents, employees, lot owners and volunteers against any and all such claims, demands, causes of actions, suits and expenses, arising out of or resulting from its use of the facilities.
6. **Alcoholic beverages are not permitted in the clubhouse area.** If alcoholic beverages are present, the HOA staff reserves the right to close the clubhouse and terminate the signed contract. The applicant will forfeit the entire amount of the damage deposit if alcoholic beverages are present at anytime during the function.
7. A maximum of 50 individuals will be allowed in the clubhouse area during the function. The HOA staff reserves the right to refuse entry if the clubhouse has reached the capacity level.
8. It is the applicant's responsibility to clean up of the clubhouse after the event.
Required cleanup:
 - Throw away all trash on tables, chairs.
 - Bathrooms cleaned and mopped.
 - Tables wiped and spills mopped.
 - Empty all trashcans and place bags in dumpster.
 - Return all furniture (chairs, tables, etc) to proper locations as found prior to function period
 - All personal items must be removed from the premises.

Applicant's Initials _____

9. The applicant and all guests on the property during the function are to use only the clubhouse area.
10. The HOA has the right to be present or visit the Pool during the function period to make sure all the rules and policies are being followed. If during the visit the HOA finds any rule violations, the HOA has the right to enforce rules and/or end the function with loss of fee and deposit.
11. In compliance with the Town Noise Ordinance, all functions are required to play any music in moderation so that it does not disturb area residents. If noise complaints are made, the HOA reserves the right to terminate this agreement without refund of payment. The Noise Ordinance is strictly enforced after 10:00 pm. It is the applicant's responsibility to make any contracted workers aware of this policy.
12. **You will be given access to the clubhouse 1 hour prior to your start time to do any necessary set-up and decorating. You will be given 1 hour past your end time for any necessary cleanup. If your cleanup extends beyond the 1 hour allocated, you will be charged for another hour.** An HOA staff will be there ½ hour after your scheduled end time to verify your departure and check the facility.
13. Any contracted work, i.e. caterers or DJ's must also comply with the agreed upon time. The applicant must supply any additional tables, chairs, etc., that may be needed and are not on the premises. If any additional equipment is going to be used, please make arrangements with the HOA no later than one week prior to the event. All additional equipment must be delivered and removed when the function is scheduled to finish unless otherwise approved by the HOA.
14. **Smoking is not permitted inside the building (including the deck).**
15. Fighting or other unruly conduct will not be tolerated and may result in immediate termination of the event without refund.
16. The HOA must approve plans for decorations at the time the application is granted and prior to installation. Only fireproof and fire retardant materials may be used. **Nails, thumbtacks, staples, scotch tape, and other materials, which might deface the property, may not be used.** Decorations must be removed before the group leaves, unless special arrangements have been made with the HOA.
17. User must remove all personal property immediately. The HOA will not be responsible for any personal property during the function period nor will it be responsible if personal items are left after the event.
18. The applicant may not charge any admittance to the clubhouse during the function.
19. Cancellations of less than 48 hours will be subject to a cancellation fee of \$25.
20. The BOD and HOA representatives reserve the right to enforce or modify any of the above rules at any time.

Any questions, please contact the HOA at: Info@purcellvilleridge.org

Applicant's Initials _____

ACKNOWLEDGEMENT OF LICENSE AGREEMENT

I have read and understand these conditions and regulations. I agree that I will be present at the facility during its use, and also agree that I will ensure that said regulations are enforced. Failure to comply with this agreement will result in the penalties outlined.

Signature of Applicant _____ Date _____

Applicant's Initials _____