

# WOODLEA MANOR CONSERVANCY

*c/o TWC ASSOCIATION MANAGEMENT*

12110 Sunset Hills Road, Suite 60

Reston, VA 20190

(703) 437-5800 (703) 471-6578 (fax)

twcmanage@aol.com

## RULES FOR CLUBHOUSE RENTAL

The Clubhouse is available for use by members in good standing of Woodlea Manor Conservancy for private parties under the following conditions:

- A. Reservation requests must be made in writing in advance of the event. Contact TWC Association Management to schedule the date. Send this application with deposit to:

**Woodlea Manor Conservancy**

c/o TWC Association Management

12110 Sunset Hills Road, Suite 60

Reston, Virginia 20190

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- B. The rental fee is \$150.00 to use the Clubhouse from 6:00 p.m. until midnight. The fee is \$50.00 for a two hour event that ends by 5:00 p.m. Payment of the rental fee and the security deposit must be made two weeks prior to the event.
- C. A refundable \$350.00 damage and cleanup deposit is required. The deposit must be received at least two weeks before the event begins in order to guarantee the reservation. If the deposit is not received, the reservation will be cancelled, and the Clubhouse may be rented by others. The deposit check will be cashed, and the money will be held until the Clubhouse can be inspected for damage and for missing items. The deposit may be higher, depending upon the activity.
- D. Keys to the facility will be given to the renter at a pre-arranged check-in inspection with the Clubhouse Coordinator. Cleanup must be completed by 10:00 a.m. on the day following the event unless the Clubhouse is reserved for a subsequent event on the same day. In this case, cleanup must be completed by 5:00 p.m. The clubhouse will be reinspected by the Clubhouse coordinator after the event, and the security deposit will be refunded based on the inspection report.
- E. Furniture may not be moved from the room upstairs, nor may any of the pool deck furniture be brought inside the clubhouse. All activities are limited to the lower level of the clubhouse.
- F. TWC Association Management must be advised if alcoholic beverages are to be served and/or if live entertainment or a disc jockey will be featured.
- G. All activities are restricted to the Clubhouse. The pool deck may not be used unless prior arrangements for lifeguards have been made.
- H. You must be a Woodlea Manor homeowner to rent the facilities. If you rent the facility, you must be present for the entire event. The Board of Trustees reserves the right to refuse rental at any time.
- I. DURING THE WINTER MONTHS, THE PARKING AREA AND SIDEWALKS MAY NOT BE PLOWED OR SHOVELED PRIOR TO THE EVENT. USE OF THE COMMUNITY FACILITIES DURING THAT TIME WILL BE AT THE RENTER'S RISK.
- J. The Loudoun County occupancy permit limits the number of people in the clubhouse at one time to 60.
- K. ***I HAVE READ THE ATTACHED REGULATIONS AND CLEANUP RULES AND I AGREE TO ABIDE BY THEM.***

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Address*

\_\_\_\_\_  
*Printed Name*

\_\_\_\_\_  
*Date*