

WOODLEA MANOR CONSERVANCY

c/o TWC ASSOCIATION MANAGEMENT

397 Herndon Parkway, Suite 100

Herndon, VA 20170

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

twcmanage@aol.com

CLUBHOUSE RENTAL REQUEST

Name: _____

Address: _____

Phone Numbers: (H) _____ (W) _____

Date Requested (Month) _____ (Day) _____ (Year) _____

Hours: (From) _____ am/pm (To) _____ am/pm

Number of Persons Attending: _____

Type of Function or Activity: _____

If this is a day time summer event, will any of the guests be using the pool? If so, how many? _____

*Please note: Pool guests (Any guests who plan to be in the pool or on the pool deck): Charge: \$2.50/ each for 1-15 guests. If there are more than 15 guests, renter will need to pay for an additional lifeguard.

Rental Fee: \$50.00

Deposit: \$350.00

Signed: _____ Date: _____

I agree to abide by the attached rules and regulations.

Rent Check Received:

Date	Amount
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Security Deposit Received:

Date	Amount
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Premises Inspected:

Date	By
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Security Deposit Refunded

Date	Amount	Check No.
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CLUBHOUSE RENTAL & CLEANUP RULES

1. The Clubhouse must be left in the same good condition that it was found. Attention must be given to the following items:
 - A. The floor in the great room must be cleaned. Woodlea Manor has an electric broom that can be used on the wood floor. There is a vacuum that can be used to clean the carpeted areas. Both are stored in the closet next to the kitchen and should be returned to the same location.
 - B. The kitchen counter, sink and appliances must be cleaned. Please note that the conservancy does not provide cleaning supplies or trash bags.
 - C. All food brought in for the party must be removed.
 - D. The bathrooms must be cleaned and left as they were found.
 - E. Trash generated by the event must be removed from the facility.
 - F. Tables and chairs belonging to Woodlea Manor must be put away.
 - G. If the upstairs room is used, the carpet must be vacuumed and the glass table tops must be cleaned.
2. The thermostats are to be left at 65 degrees in the winter and 75 degrees in the summer (if instructions are given to leave the air conditioning on). You may be asked to turn the air conditioning off.
3. All cleanup must be completed before the facility is vacated on the day of the event if the event ends before 5:00 p.m.. Other parties or meetings may be scheduled later the same day, and those members using the clubhouse expect to find it clean. For evening parties, the facility will be inspected by 10:00 a.m. the next morning.
4. If the clubhouse is not appropriately cleaned by the time of the follow-up inspection, a deduction will be made from the security deposit to hire a professional cleaning company, and the remaining balance will be refunded within ten days. Cleaning charges will range from \$80.00 to \$120.00, depending on the amount of work required. This price does not include carpet cleaning (shampooing) to remove stains. Damages will be assessed separately.
5. If damages exceed the amount of the security deposit, the homeowner sponsoring the event will be billed for the difference.
6. Keys to the clubhouse must be returned within 24 hours of an event.
7. The gas fireplace may be used for parties. Separate instructions are available upon request.
8. Decorating and other preparation before an event can be done as long as these activities don't conflict with another event. Decorations may not be hung in such a manner that they damage or soil paint, wall board or windows.
9. Professional cleaning can be arranged by TWC in advance for a charge of \$80.00 to \$150.00.
10. Special exceptions to this policy must be obtained in writing from TWC Association Management in order to avoid penalties.

Signature_____ Date_____