

Sherwood Facility Rental Agreement

(revised May 2013)

The Sherwood Swim & Racquet Clubhouse is available for rental by all Sherwood members that are in good standing with the club. The Sherwood Board of Directors has adopted the following rules governing the rental and use of the clubhouse.

Date of Event: _____

Member Name: _____

Estimated Number of Guests: _____

Hours of Event: _____

Schedule of Rental Fees:

	Please Check all that apply	Rental Fee	Deposit Fee *
Ballroom (maximum capacity = 300)		\$400.00	\$300.00
TV Room		\$100.00	\$300.00
Snack Bar		\$100.00	\$150.00
Combo (TV & Ballroom)		\$450.00	\$300.00
Children's Birthday Party in Ballroom (2 ½ hour limit)		\$100.00	\$300.00
Linen Rental		\$8.00/ linen	
** Optional Clean Up Fee		\$100.00	
PLEASE TOTAL		\$	\$

* Note: Deposit Fee must be submitted in advance in order to reserve and hold your date. Please submit *Separate Checks for both the deposit and the rental fee.*

Note that if you lose the key to the Clubhouse that you will be responsible for paying \$25

** Member is required to clean the facility after the event rental. The member may choose to pay an optional Clean Up Fee of \$100.00 if they prefer Sherwood to coordinate a cleaning service.

Initials _____

General Rules of Clubhouse Rental

1. **Member renting the clubhouse must be present during the entire rental function.**
2. **The rental of the ballroom includes:** the large room and use of the ten 60” round tables and 100 chairs. It does not include the use of other rooms in the clubhouse – they must be rented separately. All tables and chairs must be wiped down and cleaned at the end of the rental.
3. Refundable charges include the deposit fee provided there is no damage and the facility has been cleaned and all trash removed. Failure to comply will result in loss of the deposit fee. Assuming the member is compliant with the rental requirements, the Sherwood Business office will shred the deposit check unless otherwise noted.
4. **Liquor:** Sherwood does not have a liquor license and liquor may not be served on the premises without securing a one day liquor license. The member renting the facility is responsible for securing the liquor license and shall provide Sherwood with a copy in advance of the function.
5. **Trash:** The member is responsible for the removal of all trash (disposed of properly in the dumpster in the parking lot of the clubhouse) and the proper storage of all tables and chairs used, prior to the member leaving the facility after the event.
6. **Pets:** No pets of any kind are allowed in the clubhouse.
7. **Access:** The member will be provided with a key for access to the facility the day of the event. It must be returned to the Sherwood Business office the day after the event.
8. **No smoking, glitter, confetti, rice, etc is allowed in the facility.**
9. **No nails or tape are allowed on the facility walls.** Damage to the walls will result in loss of the deposit fee.
10. **Event Deadline:** All functions must vacate the clubhouse property no later than 12:30am. Any function exceeding this time without prior approval will forfeit the deposit.
11. No wet bathing suits or towels are permitted in the clubhouse at any time.
12. **Hold Harmless:** Member agrees to indemnify and hold Sherwood, its agents, employees, officers and directors harmless from and against any and all injuries, losses and/or damages sustained by any person, whether associated with the Member or not, arising out of or related to the Member’s rental and/or use of the Clubhouse.
13. **Cancellation:** Member must cancel 7 (seven) calendar days prior to the event to receive full refund. Failure to do so will result in member forfeiting their deposit check.

Sherwood Facility Rental Cleanup Checklist

- All trash, including bathrooms, must be deposited in the dumpster immediately following the party. Please recycle all bottles & cans into recycling trash cans. There is a separate Recycling Dumpster in the parking lot.
- Furniture must be put back in its original place.
- Tables and chairs must be wiped down and clean and stored back in holding room (back room where refrigerator is located).
- All Floors (ballroom, TV Room and entrance) must be vacuumed and/or swept.
- Turn off all lights, A/C or Heat.
- Lock all doors, including those going out to the deck.

NOTE: If the room is found with stains on the carpet or tile floor and any of the above are not followed, then the member will forfeit the deposit fee.

The vacuum cleaner, additional trash bags, wipes, toilet paper and hand towels will be provided in the cleaning closet in the hallway.

Thank you!

Sherwood Club Management

Please sign and return one copy with the rental agreement stating that you have read and understood the requirements for cleaning of the rental facility. If facility is not cleaned and/or damage is incurred, the deposit fee will not be returned.

Signature

Date

I hereby fully agree to abide by the terms set forth in this facility rental agreement:

Initials _____

Signature: _____ Date: _____

Name (print): _____

Address: _____

City, Zip Code: _____

Phone: _____

Email Address: _____

Return refundable deposit check to address above? _____ OR Shred? _____

Will Alcohol (Beer/Wine only) be served at your event? YES or NO

Will Liquor be served at your event? YES or NO

(If serving liquor, member must secure their own one day liquor license since Sherwood does not have a liquor license)

Return completed Facility Rental Agreement with check payable to Sherwood Swim & Racquet Club. Mailing address: 100 Alma Pinnix Drive
Greensboro, NC 27405

Initials _____