

MARLBANK RECREATION ASSOCIATION
P.O. BOX 278
(115 Old Landing Road)
Yorktown, VA 23692

BUILDING RENTAL AGREEMENT

PERSON IN CHARGE of event:

Phone: _____

MRA MEMBER/SPONSOR:

Phone: _____

Date/Time of the event: _____

Type of event: _____

Est. attendance: _____

**Return completed form with
\$100 SECURITY DEPOSIT to:**

Make checks payable to "MRA"

**Ryan Ford
701 Wormley Creek Dr
Yorktown, VA 23692**

Return Agreement to Ryan Ford at mrarentals@gmail.com

GENERAL PROVISIONS OF AGREEMENT

Rental of the Marlbank Recreation Association (MRA) building shall be reserved for the date requested upon receipt of a \$100 SECURITY DEPOSIT.

- The SECURITY DEPOSIT shall be refunded in full following the event, if no damage has occurred to the building or equipment.
- SECURITY DEPOSIT is a separate check, only deposited if damage is assessed during final inspection.
- After a final inspection, the MRA BUILDING COORDINATOR shall determine the basis for refunding the SECURITY DEPOSIT.

RENTAL FEE must be paid in full two weeks prior to issuance of the building key.

- Please let the MRA BUILDING COORDINATOR know in advance if more time will be needed after the event for cleaning (see 2. next page).
- Contact the MRA BUILDING COORDINATOR after the event to arrange key return.

**RENTAL FEE: \$175 MRA Members
\$425 MRA Non-Members**

- \$150 Additional to include use of the pool, renter must also pay for additional lifeguards, 1 per 20 guests @ \$15/hour/guard
- Rental Fee is for the full day for clubhouse

Checks payable to "MRA"

(Please make separate payments for SECURITY DEPOSIT and RENTAL FEE)

The PERSON IN CHARGE of the event (and the MRA MEMBER/SPONSOR) is fully responsible for:

1. The actions of all guests, and shall oversee the proper use of the building and associated equipment. NO OPEN FIRES ARE ALLOWED.
2. Returning the clubhouse kitchen, lounge areas, bathrooms, storage areas, back deck, and outside grounds to the same cleanliness and order as found before the event.
3. If alcohol will be served, a banquet permit obtained from the ABC.
(www.abc.state.va.us)
Allow 10 days in advance of the event.
If alcohol is served without a permit, the security deposit will not be refunded.

_____ I will not serve alcohol.

_____ I will serve alcohol and will obtain the proper permit from the ABC.

PERSON IN CHARGE of the event _____
Signature Date

MRA MEMBER/SPONSOR of the event _____
(If applicable) Signature Date