

# COMMUNITY HOUSE RENTAL AGREEMENT

DHARA ■ 6000 Wilson Blvd. ■ Arlington, Virginia 22205 ■ [www.dominionhills.org](http://www.dominionhills.org)

NAME OF RENTER (First name, last name)

COMPANY/GROUP NAME

MAILING ADDRESS

CITY

STATE

ZIP

DHARA MEMBER

DHARA Membership Number \_\_\_\_\_

NON-MEMBER

I/We apply for approval to rent the Community House on

DATE

FROM

TIME (A.M./P.M.)

TO

TIME (A.M./P.M.)

► I/WE AGREE TO PAY: (FILL OUT THREE (3) CHECKS, EACH PAYABLE TO DHARA)

1) Rental Contribution \$ \_\_\_\_\_ 2) Security Deposit \$ \_\_\_\_\_ 3) Failure-to-clean-fee \$ \_\_\_\_\_

Confirm my reservation via (check one): E-mail  Voicemail

E-MAIL ADDRESS OR TELEPHONE NUMBER

## MEMBER CONTRIBUTION (Personal Party)

- Up to 25 people, no outside vendor: **\$80**  
+ \$150 Security Deposit + \$50 Failure-to-Clean fee
- Up to 50 people: **\$150**  
+ \$200 Security Deposit + \$75 Failure-to-Clean fee
- 51 to 80 people: **\$250**  
+ \$300 Security Deposit + \$100 Failure-to-Clean fee
- Weddings and Receptions: **\$350**  
+ \$350 Security Deposit + \$100 Failure-to-Clean fee
- Additional Hours: **\$50 each**
- Additional vendor contacts: **\$100 each**

## NON-MEMBER CONTRIBUTION

- Up to 50 people: **\$500**  
+ \$500 Security Deposit + \$200 Failure-to-Clean fee
- 51 to 80 people: **\$700**  
+ \$700 Security Deposit + \$200 Failure-to-Clean fee
- Weddings and Receptions (Includes 2 vendor contacts): **\$700**  
+ \$700 Security Deposit + \$200 Failure-to-Clean fee
- Additional Hours: **\$50 each**
- Additional vendor contacts: **\$100 each**

## RESERVATIONS & PAYMENT (This item must be initialed by the Renter)

INITIALED BY

To reserve a Community House rental, contact the Resident Manager, John Aldonas, at [manager@dominionhills.org](mailto:manager@dominionhills.org). Upon confirmation of your reservation by the Resident Manager:

1. Review and complete both pages of this Rental Agreement.
2. Fill out three (3) checks, each payable to DHARA, one for the Rental Contribution, one for the Security Deposit and one for the Failure-to-Clean fee.

3. Mail via USPS the completed Rental Agreement and the three checks to:

**DHARA**  
6000 Wilson Boulevard  
Arlington, VA 22205

All payments must be received by DHARA no later than ten (10) business days after the date your reservation is confirmed.

## ALCOHOLIC BEVERAGES POLICY (This item must be initialed by the Renter)

INITIALED BY

Alcoholic beverages kept, served, sold, or otherwise brought onto the DHARA grounds by the Renter shall be compliant with the Virginia Department of Alcoholic Beverage Control ("VABC") code and regulations. **The Renter must either provide DHARA with a copy of an issued Banquet License, or affirmative approval from the Virginia Department of Alcoholic Beverage Control that no such Banquet License is required.**

To obtain a banquet license from the VABC, please apply online at: [www.abc.virginia.gov/licenses/get-a-license/banquet-licenses](http://www.abc.virginia.gov/licenses/get-a-license/banquet-licenses). **A banquet license must be applied for at least 10 days prior to your event.**

For any questions, please contact the VABC office located at 6308 Grovedale Dr., Alexandria, VA 22310-2551 or call (703) 313-4432.

► Will alcoholic beverages be brought onto DHARA premises at any time during your event? YES  NO

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To provide for the proper maintenance and upkeep of the DHARA Community House, the following regulations have been established governing its use and the contributions to be made to defray expenses thereof effective December 1, 2017.

**TERMS OF USAGE:** Contributions permit a four (4) hour rental. Two (2) additional hours are permitted (one (1) hour each, for setup and cleanup). An additional contribution of \$75 will be applied for EACH hour following the basic four hour period of usage. Evening events must end NO LATER THAN 11pm (music off, guests gone), allowing one hour for

cleanup. Renter must leave the premises clean and undamaged. Renter must turn off all lights and lock the doors. **The premises MUST be vacated NO LATER THAN 12 midnight.**

**PLEASE NOTE:** Contributions permit usage of the Community House ONLY. Usage of the grounds (front lawn, pool, etc.) by attendees is prohibited. The Failure-to-Clean fee and/or Security Deposit will be refunded AFTER the Resident Manager inspects the premises and finds them to be in a clean and undamaged condition. For more information, contact John Aldonas, DHARA Resident Manager at [manager@dominionhills.org](mailto:manager@dominionhills.org).

**COMMUNITY HOUSE RULES** (All Items must be initialed by the Renter) ▶ INITIALED BY

- |   |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |
|---|--|---|---|---|---|---|---|---|---|---|----|----|----|----|----|
| <ol style="list-style-type: none"> <li>1. Renter MUST be present at all times during the event and assumes responsibility for ALL damages.</li> <li>2. Non-members may not use the Community House for income producing purposes.</li> <li>3. Time components may not be divided into smaller increments to reduce the hourly rate.</li> <li>4. Review the Alcoholic Beverage Policy on page 1. <b>Alcoholic beverages are prohibited without a VA ABC License.</b></li> <li>5. Evening events must end no later than 11pm (music off and guests gone). The remaining hour is to be utilized for cleanup. <b>The premises MUST be vacated NO LATER THAN 12 midnight.</b></li> <li>6. <b>No Smoking in the Community House.</b> Usage of the fireplace, candles, or any open flame is prohibited.</li> <li>7. The capacity of the Community House is limited to 80 people AT ALL TIMES.</li> <li>8. Events are limited to the Community House. Use of the grounds (front lawn, pool, etc.) by attendees is prohibited.</li> <li>9. Any live music or a DJ must have prior approval from the Resident Manager, and reasonable volume adhered to.</li> <li>10. The piano is not to be moved except by the Resident Manager.</li> <li>11. Do not use tacks, nails, tape, staples, or other defacing materials. Nothing may be hung from light fixtures or fans.</li> <li>12. DHARA does not assume responsibility for equipment or personal items lost or left in the Community House.</li> <li>13. All spills must be cleaned immediately. Chairs and tables must be clean and returned to the proper storage area. All trash, including food stored in the refrigerator and freezer, must be removed and placed in the dumpster. <b>Failure to follow this rule will cause forfeiture of the Failure-to-Clean fee and may include all or part of the Security Deposit.</b></li> <li>14. There is a checklist to complete before leaving the premises. The Community House and all facilities used must be left clean and undamaged. Required cleanup tasks include sweeping, removing all trash (including food stored in the refrigerator and freezer), and cleaning counters, tables, chairs, and anything that may have become soiled or sticky. <b>Renter MUST turn off all lights including those in the bath house and lock the doors.</b></li> </ol> | <table border="0" style="width: 100%; border-collapse: collapse;"> <tr><td style="border-bottom: 1px solid black;">1</td></tr> <tr><td style="border-bottom: 1px solid black;">2</td></tr> <tr><td style="border-bottom: 1px solid black;">3</td></tr> <tr><td style="border-bottom: 1px solid black;">4</td></tr> <tr><td style="border-bottom: 1px solid black;">5</td></tr> <tr><td style="border-bottom: 1px solid black;">6</td></tr> <tr><td style="border-bottom: 1px solid black;">7</td></tr> <tr><td style="border-bottom: 1px solid black;">8</td></tr> <tr><td style="border-bottom: 1px solid black;">9</td></tr> <tr><td style="border-bottom: 1px solid black;">10</td></tr> <tr><td style="border-bottom: 1px solid black;">11</td></tr> <tr><td style="border-bottom: 1px solid black;">12</td></tr> <tr><td style="border-bottom: 1px solid black;">13</td></tr> <tr><td style="border-bottom: 1px solid black;">14</td></tr> </table> | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 1   |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |
| 2   |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |
| 3   |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |
| 4   |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |
| 5   |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |
| 6   |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |
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| 8   |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |
| 9   |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |
| 10  |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |
| 11  |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |
| 12  |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |
| 13  |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |
| 14  |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |

I/We have received and read the "DHARA COMMUNITY HOUSE RULES," and agree to abide by all of the established rules and regulations. I/We understand that failure to end my/our rental at the agreed time specified above will be charged an additional per hour rate. Failure to clean and store equipment properly will cause a forfeiture of the security deposit. DHARA will return my/our security deposit, less expenses and additional cost, within thirty (30) days of my rental.

I/We release, waive, indemnify, hold harmless and forever discharge DHARA, its members, directors, officers, agents, employees, instructors, and administrators of this program from any and all responsibility, liability, claims, demands, suits, actions, costs, expenses, medical and attorneys fees, losses, and damages for any accident, injury to person or property, death, or illness caused by or arising out of my/our/their rental of the DHARA Community House.

<b>AGREED TO:</b>		
▶ RENTER (Signature)	▶ DHARA RESIDENT MANAGER (Signature)	DATE

**DHARA USE ONLY**

\$	\$	\$	\$	
RENTAL CONTRIBUTION	SECURITY DEPOSIT	FAILURE-TO-CLEAN FEE	TOTAL CONTRIBUTION	DATE RECEIVED

VABC LICENSE: N/A  REQUIRED  VABC LICENSE SUBMITTED TO DHARA ON: \_\_\_\_\_

DATE RECEIVED      ▶ VERIFIED BY DHARA RESIDENT MANAGER (Signature)