

VIKING VALLEY ASSOCIATION, INC.

144 E. Main
Gallatin, MO 64640

Office: (660) 322-9001

vva@grundyec.net
vva2@grundyec.net

RESERVATION FOR FUNCTION AT CLUBHOUSE

Viking Valley Association, Inc. is giving permission to:

_____, Contact Number: _____

Owner of Lot # _____ to use the Clubhouse for a private function on:

_____ from _____ a.m. / p.m. to _____ a.m. / p.m.

Type of function: _____

THE FOLLOWING UNDERSTANDING AND AGREEMENT APPLIES:

1. I/We will leave the clubhouse clean, removing all trash and garbage created by the function. Floors must be swept and mopped. All trash and garbage will be removed from the clubhouse grounds and parking lot. All clean up must be completed at the conclusion of your function that day.
2. All furnishings, tables and chairs in the clubhouse are to remain where they are. You can move them against the wall. However, they are not to be taken outside, to another level, etc. Do not take any of the tables and chairs in the upper level to the lower level or from the lower level to the upper level.
3. I/We will be responsible for any damage or vandalism to the clubhouse, all furniture and fixtures, caused by a member or guest of the party.
4. I/We will pay the following deposit plus estimated hours, times the rate, when reservation is made.
5. Hourly rate charges will begin at the time clubhouse is occupied, set-up time included. Clean-up time will not be charged.
6. Clubhouse will close at 12:00 a.m. Clean-up must be completed and everyone out of the building at 12:00 a.m.
7. Deposit will be refunded if clubhouse, grounds and parking lot are left clean and undamaged.
8. If Property Owner is renting for another person, other than themselves, or a non-property owner, to use the facilities, then 2 signatures are required. The Property Owner and the Person or Persons using the facilities must both sign the reservation.
9. Renter is responsible to make sure guest are **NOT** parking at the fire and safety parking and staging area (painted yellow lines in front of Fire Station).

_____ \$500.00 deposit (per day) for Upper Level of the clubhouse.

_____ \$200.00 deposit (per day) for Lower Level of the clubhouse.

_____ \$100.00 deposit (per day) for Shelter.

_____ \$ 50.00 Upper level hourly rental rate.

_____ \$ 30.00 Lower level hourly rental rate.

_____ \$ 10.00 Shelter hourly rental rate.

(Please enter amounts on the appropriate lines for deposit and hourly rental rate cost.)

Date: _____

Signed: _____
(Property Owner)

Signed: _____
(Other Person or Non-Property Owner)

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IN CONSIDERATION FOR THE USE OF Lake Viking Clubhouse, and/or shelter house, the undersigned parties agree they will hold harmless, release and fully discharge Viking Valley Association, Inc., its representatives, employees, committees and Board for any and all liability, which may be incurred by the Member or guest of the function, on the _____ day _____ of 20____.

THE UNDERSIGNED PARTIES further agree that if any alcohol is used or consumed upon the premises, the same will be used in all instances in full compliance with the laws of the State of Missouri, and the regulations of the Missouri Division of Liquor Control including but not limited to the consumption and use of alcohol by minors.

Date: _____

Signed: _____
(Property Owner)

Signed: _____
(Other Person or Non-Property Owner)

Clubhouse Rental Guidelines

*Keys handed out will include the clubhouse door, cleaning closet and the toilet paper dispenser keys. Keys will be given to renters the day of event.

*All cleaning supplies are in the right-hand closet of the upper level of the clubhouse; the brooms, vacuum, mop bucket and mop are in the left-hand closet. Lower level has its own cleaning supplies.

* All tables & chairs must stay on the level they are on.

*Tables and chairs need to be wiped off and placed at the north end of the building by the stair railing in the upper level and on the interior wall of the lower level.

*Trash needs to be put in dumpsters either in office parking lot or down behind the clubhouse. Replace trash bags in all trash cans.

*Wipe down the kitchen area including stove and microwave.

*Sweep and mop floors, vacuum the rugs.

*Make sure the back deck and parking lot are picked up.

*We DO NOT provide dish clothes and towels; you will need to bring your own.

*The keys may be dropped in the office mail slot, returned to safety or return to office staff the next business day. Deposit check will not be mailed until the keys are returned.