

**VIKING VALLEY ASSOCIATION, INC**

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**CLUBHOUSE RESERVATION AGREEMENT**

Viking Valley Association, Inc. is giving permission to \_\_\_\_\_,  
Contact Number \_\_\_\_\_. Owner of Lot # \_\_\_\_\_ to use the  
Clubhouse/Shelter 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. Renter will leave the clubhouse clean, removing all trash created by the function. Floors must be swept and mopped. All trash will be removed from the clubhouse grounds and parking lot. All cleanup 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.
3. Renter 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. Renter will pay the following deposit plus hours, times the rate when the reservation is made.
5. Hourly rate charges will begin at the time the clubhouse is occupied.
6. Clubhouse will close at 12:00 a.m. Cleanup 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 the property owner is renting for another person, other than themselves, or a non-property, to use the facilities, then 2 signatures are required. The property owner and the person or persons using the facilities both must sign the reservation.
9. Renter is responsible to make sure guests are NOT parking at the Fire and Safety parking and staging area (painted yellow lines in front of Fire Station).

10. Cancellation Policy; 30-day notice must be given for Upper and Lower Clubhouse rental to receive a full refund, 48-hour notice must be given for the Shelter to receive a full refund.

11. If the facility is rented the night prior to an event, the renter will be responsible for paying the entire evening's rental rate from the time it is occupied until 12:00 a.m. The facility will be closed from 12:00 a.m. to 7:00 a.m. daily.

\_\_\_\_\_ \$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

Date: \_\_\_\_\_

Signed: \_\_\_\_\_  
Property Owner

Signed: \_\_\_\_\_  
Other Person or Non-Property Owner

IN CONSIDERATION FOR THE USE OF Lake Viking Clubhouse, and/or Shelter, the undersigned parties agree they will hold harmless, release and fully discharge Viking Valley Association, Inc., its representatives, employees, committees, and Board of Directors for any and all liability, which may be incurred by the Member or Guest of the function, on \_\_\_\_\_.  
Date

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 Department 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 toilet paper dispenser keys. Keys will be given to renters on the day of the event.

All upper-level 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. The lower level has its own cleaning supplies.

All tables and 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 the 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 dishcloths and towels; you will need to bring your own.

The keys may be dropped in the office mail slot or returned to safety. The deposit check will not be mailed until the keys are returned and the clubhouse is inspected for damage.