

# 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 must be removed from the clubhouse grounds and parking lot. A/C must be turned up to 80 degrees or heat turned down to 59 degrees. **All must be completed at the conclusion of your function that day.**
2. All tables, chairs and furnishings in the clubhouse are to remain where they are, they are not to be taken outside or to another level.
3. Renter will be responsible for any damage or vandalism to the clubhouse, furniture and/or fixtures.
4. Renter will pay a deposit plus hourly rate when the reservation is made. Hourly rate charges will begin at the time the clubhouse is reserved.
5. Clubhouse will close at 12:00 a.m. Cleanup must be completed and everyone out of the building at 12:00 a.m.
6. Deposit will be refunded if clubhouse, grounds and parking lot are left clean and undamaged.
7. If the property owner is renting for another person other than themselves, or a non-property owner, then 2 signatures are required. **The property owner and the person(s) using the facilities both must sign the clubhouse reservation.**
8. Renter is responsible to make sure guests are NOT parking at the Fire and/or Safety parking and staging area (painted yellow lines in front of Fire Station).

9. 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.

10. 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

\_\_\_\_\_ \$100.00 Upper-Level Hourly Rental Rate

\_\_\_\_\_ \$60.00 Lower-Level Hourly Rental Rate

\_\_\_\_\_ \$20.00 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**

Renter will leave the clubhouse clean, removing all trash created by the function. Floors must be swept and mopped. All trash must be removed from the clubhouse grounds and parking lot. A/C must be turned up to 80 degrees or heat turned down to 59 degrees. Clubhouse will close at 12:00 a.m. **All must be completed at the conclusion of your function that day.**

All tables, chairs and furnishings in the clubhouse are to remain where they are, they are not to be taken outside or to another level.

Renter will be responsible for any damage or vandalism to the clubhouse, furniture and/or fixtures.

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. The Safety Department also has keys if needed, they can be reached at 660-322-9001 #1.

All upper-level cleaning supplies are in the right-hand closet. Brooms, 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.

All upper-level tables and chairs need to be wiped off. Place chairs on the racks and return to the closet at the north end of the clubhouse along with the clean tables. Lower-level tables and chairs should be returned to their original location.

Trash needs to be put in the dumpster behind the clubhouse. Replace trash bags in all trash cans.

Wipe down the kitchen area including stove and microwave.

Sweep and mop floors.

Make sure the upper-level back deck and parking lot are picked up.

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

Air conditioner must be turned up to 80 degrees. Heat must be turned down to 59 degrees.

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. Deposit will be refunded if clubhouse, grounds and parking lot are left clean and undamaged.