

VIKING VALLEY ASSOCIATION

144 E. Main, Gallatin, Missouri 64640

660.322.9001

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customerservice@lakevikingmo.net

CLUBHOUSE RESERVATION AGREEMENT

Viking Valley Association 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.

****Please Note:** Include set up and tear down time for your event in the hours you are reserving. If you use the clubhouse for longer than rented, fee's may come out of your deposit. **

Type of function _____

THE FOLLOWING UNDERSTANDING AND AGREEMENT APPLIES:

1. The clubhouse is available for rent to members of Viking Valley Association between the hours of 7:00 AM - 12:00 AM. The clubhouse is not available for rent to anyone who is not a member. If a member rents the clubhouse for a non-member, then the member is responsible for the rental. The non-member would be treated like a guest of the member.
2. Renter will pay a deposit plus hourly rate when the reservation is made. Deposits are refundable after the event. Refund checks will be mailed out to the member unless arrangements are made with the office to hold the check for pick up. Deposits will be refunded if clubhouse, grounds and parking lot are left clean and undamaged.
3. 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.
4. Renter will be responsible for any damage or vandalism to the clubhouse, furniture and/or fixtures.
5. 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).
6. Cleanup must be completed and everyone out of the building no later than 12:00 AM. Please see the cleaning requirements section for complete list of cleaning expectations.
7. 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.

Initial to Agree to Cancellation Policy: _____

CLUBHOUSE FEES:

Please see below for the clubhouse fees. Please fill in the amounts that are relevant to your rental.

_____ \$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

ENTRY INTO THE CLUBHOUSE

Safety will open the upper clubhouse for the event. The lower clubhouse can be opened using the Member's pin code. This is the same pin code that is used at the Marina Gate. Please reach out to the office if you are unsure of your pin code.

The Safety Department can be reached at 660-322-9001 #1 if needed.

CLEANING REQUIREMENTS AFTER THE EVENT

Renter will leave the clubhouse clean. Clubhouse will close at 12:00 a.m. **All must be completed at the conclusion of your event that day. We DO NOT provide dishcloths and towels; you will need to bring your own.**

All upper-level cleaning supplies are in the left-hand closet. The lower level has its own cleaning supplies.

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.

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

Initial to Agree to Cleaning Requirements: _____

SIGNATURE AND AGREEMENT FOR RENTAL

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, 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.

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.

Today's Date: _____ Signed: _____
Member

Today's Date: _____ Signed: _____
Non-Member (if applicable)

Revised 1/27/2026