

## Renters Rules and Responsibilities

We hope you will have an enjoyable event while using the Willow Creek CC banquet facility. Renters are responsible for the following during the event and before leaving:

NOTE: this is a Non-Smoking facility! Smoking is permitted outside on the balcony.

1. ALL events must end by midnight (12:00 AM) of the date of rental. **Everyone must be off the premises (including parking lot) by 12:30 AM.**
2. If alcoholic beverages are to be served, you must contact Virginia ABC by phone, (540)-562-3604, or online at ABC.Virginia.gov to arrange for a temporary license. ABC license must be provided to Willow Creek **no later than 3 days prior to event**. If license is not secured, only alcoholic beverages available through Willow Creek may be sold or used.
3. Renters are responsible for any/all damages incurred during the rental period\*.
4. Children must be supervised at all times.
5. Please remove ALL trash at the end of the event. A trash dumpster is available in Maintenance parking area.
6. Turn air conditioning/heating units to OFF. Do NOT use baseboard elements.
7. RESTROOMS: Please check toilets/sinks for any water left running. Bathroom conditions must be acceptable for immediate use by the club the next business day.
8. Please turn OFF all lights: restrooms, hallways, balcony, and Banquet Room area.
9. Please CLOSE and LOCK all doors and windows. (Front door, 2 balcony sliding doors, basement exit door close to the ice machine, and all front windows)
10. Please do not use any tape or nails on walls or doors.
11. Return key the next business day, or as may be agreed upon with W.C.C.C. Staff.

\*The \$100 Deposit will be returned to Renter upon satisfactory review of the facility after use, and may be used by W.C.C.C. to affect any necessary repairs.

Acknowledgment\_\_\_\_\_

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

Thank you,

Willow Creek C. C. Management