

# WAL Gazebo Area Rental Request Form

**I. Gazebo Area Requested (please check box below). *Person limits are subject to change – please check with management before submitting request.***

SINGLE (75 person limit)                       DOUBLE (125 person limit)

Closest to Volleyball - #1     Middle Unit - #2     Closest to Playground - #3

**II. Costs**

- a. Rental Fee for Single Gazebo: \$100.00
- b. Refundable Deposit for Single Gazebo: \$75.00
- c. Rental Fee for Double Gazebo: \$150.00
- d. Refundable Deposit for Double Gazebo: \$125.00
- e. All monies are due at the time your application is turned into the Activities Office.

**III. Resident Information**

Name \_\_\_\_\_ Bldg/Unit \_\_\_\_\_

Phone # (H) \_\_\_\_\_ Telephone (C) \_\_\_\_\_

**IV. Party Reservation Details**

Day and Date of Party: \_\_\_\_\_

Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

**V. Guests**

- a. Number of guests attending: \_\_\_\_\_

**VI. Guests List**

- a. Your guest list must be turned into the Activities Office and the Front Gate Staff by the time you check in to the rental.

**VII. Furnishing Provided. *The number of furnishings provided is subject to change – please check with management before submitting request.***

- a. Single Gazebo : 36 chairs and 9 tables
- b. Double Gazebo: 72 chairs and 18 tables

**Additional Furnishings (if permitted)**

- c. # of Tables \_\_\_\_\_ @ \$5.00 = \_\_\_\_\_
- d. First 16 chairs \_\_\_\_\_ @ \$5.00 = \_\_\_\_\_
- e. Chairs in sets of 8 (after first 16) \_\_\_\_\_ @ \$2.50 = \_\_\_\_\_
- f. Total Cost = \_\_\_\_\_

**VIII. Certification**

- a. I plan to use the gazebo for the purpose of private entertaining and not for commercial purposes on the above stated date. Upon acceptance of the gazebo, I agree (i) to abide by all rules and regulations regarding such use; (ii) to ensure that no alcoholic beverages are consumed by, or in possession of, persons under the age fixed by the laws of the State of Virginia; (iii) to comply with all other conditions established in writing by the Association, including the COVID-19 Addendum to this Rental Request Form; and that (iv) I will bear full responsibility for the conduct and actions of my guests. I further understand that reimbursement for any and all damages or unusual cleanup expenses may be deducted from my deposit. If the deposit is inadequate for any reason, then I will reimburse the Association for the balance due.

**IX. Deposit**

- a. I acknowledge that all or a portion of the security deposit may be retained by the Association if a violation of Administrative Resolution No. 6 or any other Association rule or regulation occurs. I understand that if the Association retains a portion of the deposit for a rule violation that I am entitled to a hearing before the Board of Directors and to be represented by counsel at any such hearing. If no damages occur and/or no violation occurs, the security deposit can be picked up from the Activities Office during its regular hours.

**Resident Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**OFFICE USE ONLY**

Residency Verified \_\_\_\_\_  
 (Date) (Intl)

All Fees Current \_\_\_\_\_  
 (Date) (Intl)

Manager Approval \_\_\_\_\_  
 (Date) (Intl)

Notify of Denial \_\_\_\_\_  
 (Date) (Intl)

Deposit Collected \_\_\_\_\_  
 (Date) (Intl)

Rental Fee Collected \_\_\_\_\_  
 (Date) (Int)

# Gazebo Rule Highlights

1. I cannot reserve the gazebo for anyone that is not an occupant in my unit.
2. I am reserving the gazebo for private entertaining only.
3. I will be present at all times while the function takes place.
4. I will provide a guest list **no later than check-in** for my rental to the Activities Office/Front Gate.
5. I understand that all parties are limited to 11:00 PM. I understand that I will be responsible for removing all trash, cleaning the gazebo and notifying Patrol Services to check out of the gazebo at the termination of the party.
6. My guests will be restricted to the gazebo only.
7. I understand any damage/losses incurred are at my expense.
8. I understand that I will need to pick up my deposit from the Activities Office.
9. I understand that a Gazebo walk through will take place prior to my use of the Gazebo and at the end of the party. I **MUST** check into the gazebo with Patrol Services and I **MUST** check out from the gazebo with Patrol Services.

**Resident Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

**Bldg/Unit** \_\_\_\_\_