

PARKWAY MEETING ROOM LICENSE AGREEMENT

THIS AGREEMENT made and entered into this _____ day of _____
(Today's date) (Month) (Year)

by and between COUNTRYSIDE PROPRIETARY and _____ Licensee.
(Print First and Last Name legibly)

WITNESSETH,

WHEREAS, the Proprietary owns and operates the Parkway Meeting Room in CountrySide for the exclusive use of its membership and guests, and

WHEREAS, the Board of Directors of the Proprietary has authorized the license of the Parkway Meeting Room on a non-profit basis to members of the Proprietary; and

WHEREAS, the Licensee desires to enter into a written agreement with the Proprietary for use of the Parkway Meeting Room;

NOW, THEREFORE, in consideration of the mutual promise contained herein, the parties do hereby agree as follows:

The Proprietary agrees to license use of the Parkway Meeting Room to the Licensee on the _____ day of _____
(Rental date) (Rental Month) (Rental Year)

Between the hours of _____ and _____
(Start Time) (End Time)

Please be sure to check the Parkway Meeting room prior to your rental. If the Parkway Meeting Room is in unsatisfactory condition upon arrival, please call the Proprietary Office at (703) 430-0715. If the Office is closed, leave a message with your concerns. Our office phone is equipped to record the date and time of your call, and we will get back to you on the next business day. Please be mindful of the office hours especially around holiday weekends.

1. The license fee for Parkway Room use is \$125.00 per four-hour period and \$25.00 for each additional hour to a maximum of eight hours. There is a half hour before your rental time and a half hour after your rental time as a buffer for set-up and clean-up.
2. The licensee must pick up the key at the Proprietary Office the **Friday before the rental, during regular business hours.** ***If a key is lost or not returned within five business days of the rental activity, the licensee will be billed directly for the cost of the key, which is \$25.00.***
3. The license fee must be paid via Square when this License Agreement is submitted. Confirmation of payment must be provided to the Proprietary Office.
4. An inspection will be conducted by a Proprietary Office member on the first business day following the event. If the Parkway Meeting Room is not found to be returned to acceptable condition, any cleaning and/or repair costs will be billed directly to licensee and shall be payable by licensee within ten days of billing.
5. Licensee hereby agrees to indemnify, defend and hold the Proprietary and its officers, directors, employees, contractors and agents harmless from any liability from property damage or personal injury, of whatever type or description, occurring during occupancy by Licensee and/or any of

Licensee's guests under this agreement and any liability relating to or arising out of violations of any and all State and Local Laws, rules, and/or regulations.

6. Maximum occupancy of the room is 49 persons. During the hours of occupancy under this Agreement, the Parkway Meeting Room and its premises shall be open to inspection by an authorized representative of the Proprietary.
7. Licensee shall be responsible for clean-up and removal of all debris from the Parkway Meeting Room, grounds, parking areas and bath houses at the end of the occupancy period and shall insure that the premises are vacated under the terms of this Agreement.
8. This Agreement is a license agreement and, as such, is revocable at any time in the sole and absolute discretion of the Proprietary, and the Proprietary shall incur no liability whatsoever should this license agreement be revoked.
9. Use of the Parkway Meeting Room is a privilege. Any violation of this agreement may result in immediate cancellation of the contract, immediate vacating of the premises of the Parkway Meeting Room (e.g. unauthorized use of alcohol on the premises, destruction of property, or complaints of noise from nearby residents).
10. **The Parkway Meeting Room is equipped with recorded security cameras, and we will use these recordings to determine the party responsible for any and all damages.**

I hereby agree to the terms stated in the CountrySide Proprietary Parkway Meeting Room License Agreement

Licensee's Name: _____

CountrySide Property Address: _____

E-mail Address: _____

Phone Number: _____

Purpose of Function: _____

Number of Attendees: _____

Proprietary Representative

Date

Licensee's Signature

Date



Key Rental Agreement

I, _____, accept full responsibility for key # _____,
(Licensee First and Last Name)

I understand that key # _____ must be returned within five (5) Proprietary business days of the rental date. **If the key is not returned within five (5) Proprietary business days, I understand I will be billed directly to cover the cost of the key.**

Licensee's Signature

Date

For Office Staff Only:

Date Key Returned

Staff Initials