



P.O. Box 582 Herndon, Virginia 20172
hiddenbrook_homes@hotmail.com

Dear Renter,

DRAFT

Before filling out the rental agreement, please contact our property manager by email at Hiddenbrook_homes@hotmail.com, or by calling the Hiddenbrook office at (703) 318-7159 to inquire whether your requested date is available. You may also check the calendar on the website www.Hiddenbrookhomes.org.

Please see the License Agreement document for the rental of the Hiddenbrook clubhouse. Upon your review and acceptance, please sign the agreement and return it to the above address or place in the mail slot/lockbox on the clubhouse door with a check for the combined amount of the \$500 deposit and rental fee. Make the check payable to Hiddenbrook HOA. The check will be deposited immediately. If there is no damage to the clubhouse or its contents, nothing is missing, and the facility is left clean, your deposit will be returned to you within 30 days. If the condition of the clubhouse does not meet the specified requirements in the License Agreement, your entire deposit or a portion of it may be kept to offset the damages.

Key Pick-up

The property manager will NOT contact you to arrange for key pick-up. You are responsible to pick-up your key during office hours on the day closest to your event; failure to do so may result in forfeiture of your payment and the possibility of the space being released to another renter. Office hours are Tuesday & Thursday 2-5pm. The address to the clubhouse is 1508A Sadlers Wells Drive, Herndon, VA 20170.

Alcohol Policy- Swim & Tennis Members & Non-Residents

If alcohol is to be served, it is your responsibility, and required by the state of Virginia, to first obtain an ABC banquet license. The application can easily be completed online with a credit card by visiting www.abc.virginia.gov, go to Licensee Resources, then click on 'One Day Special Events', or download the application and mail with a check, or by contacting the local VA ABC (Alexandria) office at (703) 313-4432.

Alcohol Policy- Hiddenbrook residents

If alcohol is to be served and you are not charging admission, fundraising, selling tickets, selling alcohol, and your event is not open to the public, then you do NOT need to obtain an ABC license.

There may be no time for janitorial service between rentals. Please care for the clubhouse as you would your own home and leave it clean for the next renter. We are located in a residential community with homes close by so noise levels should be kept at a minimum. Our kitchen has minimal supplies and if you are having a large party, you will need to bring extra trash bags, your own cooking utensils and serving items. Usage of the clubhouse requires that you sweep and vacuum all floors, and any spills must be mopped with the equipment provided in the chair closet. The kitchen, including all appliances used, the countertops and sink, as well as the restroom sink and toilet should be left clean according to instructions on the rental checklist. Proper cleaning products are provided under the kitchen and restroom sinks. All trash containers, including the restroom receptacle, are to be emptied and taken to the dumpster located by the tennis courts. You must secure all doors to the clubhouse, turn off all lights and appliances, and drop the key into the mail slot on the front door as you leave the facility.

The clubhouse and all equipment will be inspected and inventoried after each rental by the property manager or a Board member. Your \$500.00 deposit will NOT be returned to you if there is any damage done to the clubhouse or our equipment, if trash is left anywhere other than in the dumpster, if any items are missing, or if any of the clubhouse rental responsibilities are not met. A checklist is provided on the kitchen counter. Should there be any damage done in excess of the \$500.00 deposit, collection procedures for the difference will follow.

We are proud of our recently updated facilities and hope you will enjoy having a successful event here!

Hiddenbrook Board of Directors & Property Management