



**SITE OFFICE USE:**

50% Rental Cost (w/paperwork):\$ \_\_\_\_\_ ck# \_\_\_\_\_

Balance 50% due: \_\_\_/\_\_\_/\_\_\_ \$ \_\_\_\_\_ ck# \_\_\_\_\_  
(3 months from event date)

Damage Deposit due: \_\_\_/\_\_\_/\_\_\_ \$300.00 ck# \_\_\_\_\_  
(3 months from event date)

Walk Through: \_\_\_\_\_

**THE VIA CLUB FACILITY RENTAL RESERVATION**

**GUEST**

\_\_\_\_\_  
Applicant's Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State, Zip

\_\_\_\_\_  
Phone #

\_\_\_\_\_  
Email

\_\_\_\_\_  
Day and Date of Function

\_\_\_\_\_  
Approx. Begin Time

\_\_\_\_\_  
Approx. End time

\_\_\_\_\_  
Alcohol on Premises?

\_\_\_\_\_  
# OF GUESTS

\_\_\_\_\_  
Type of Function

\_\_\_\_\_  
Delivery/storage of items rented from rental company

**Rental Cost: (INCLUDES Facility Cleaning & putting away tables/chairs  
(all tables/chairs MUST be brought inside the facility)**

\$ 1,700.00

**2nd Day Rental Cost (if day before is desired)..... 850.00**

\$ \_\_\_\_\_

**TOTAL RENTAL COST**

\$ \_\_\_\_\_

**Post Event—Deposit Check (\$300.00 damage deposit payable to Pebble Creek):**

\_\_\_\_ Return my Deposit check via mail

\_\_\_\_ Shred my Deposit check

I have read and understand the Facility Guidelines, Rules and Regulations that govern the facility reservations and agree to abide by them. If alcohol will be on the premises, I understand that I will be fully and totally responsible for complying with applicable laws and will hold harmless: Pebble Creek Property Owners Association, the Pebble Creek owners, and the Managing Agent, Community Group, Inc.

\_\_\_\_\_  
Guest's Signature

\_\_\_\_/\_\_\_\_/\_\_\_\_  
Date



Pebble Creek, POA  
6069 Green Haven Drive  
Mechanicsville, Virginia 23111  
Office (804) 559-9088  
Fax (804) 559-9083  
pebble.creek.poa@comcast.net  
www.theviaclub.com

## FACILITY GUIDELINES, RULES AND REGULATIONS

### 2022 GUEST RENTAL FEES

*(Prices subject to change)*

Facility reservations are "first come, first served"

	Full Facility	Dining Room/ Kitchen/Veranda ONLY
GUEST RENTAL RATES	\$1,700 Rental Fee (INCLUDES cleaning and storage of tables/chairs) \$300 Refundable Deposit	\$75/hour with a 3-hour minimum \$150 Refundable Deposit (reservations are made no more than one month in advance - ie. if booking for Feb 8 <sup>th</sup> , you may call on Jan 8 <sup>th</sup> starting at 8am.)

Pebble Creek is proud of its facility and hopes you will enjoy using it. We also hope you will treat it as you would your home and preserve it for the enjoyment of others. Please contact the Site Office with any questions or concerns you may have regarding the facility at (804)559-9088. Listed below are rules adopted for all who use the facility. For emergencies at the facility after office hours, contact Community Group at 270-1800.

#### RENTAL AVAILABILITY, RATES AND DEPOSIT:

1. **The facility is available for rentals between 8:00 AM and midnight.** All persons must vacate the premises on or before midnight. All persons using the facility must comply with the Hanover County Noise Ordinance. Music and noise must be reduced at 10:00 p.m. so as not to disturb others. Rental of the facility does not include use of the pool, playground, tennis, or basketball courts.
2. All facility reservations must be made through the Site Manager at (804)559-9088. Members must be current on their HOA assessments in order to reserve the facility.



3. **Fifty percent (50%) of the Rental Fee, along with the reservation paperwork, is required to reserve the facility.** The remaining fifty-percent (50%) of the rental fee and the damage deposit is due three (3) months prior to rental date. The rental fee(s) are *non-refundable* unless reservation is cancelled more than six (6) months prior to the rental date. The damage deposit is refundable provided there are no damages, missing items, unusual or excessive cleaning issues, or noise complaints made to the Hanover County Sheriff's Office. In addition, the damage deposit is refundable if the key fob/keys are returned and the building is left secured (no doors or windows open or unlocked). Additional fees may be assessed to cover any costs that are required above and beyond the damage deposit. Checks or money orders must be made payable to "Pebble Creek." Cash and credit cards are not accepted.
4. **Walk-through/Keys** - The renter is responsible for scheduling a Walk Through with the Site Manager to be held during normal business hours in the week prior to the scheduled rental. It is at that time instructions will be given on how to gain access to the facility for the rental. You will be given an Emergency Contact List of volunteers should you encounter problems entering or securing the facility during or after your event. If you fail to schedule a Walk Through or misplace the keys provided, and the homeowner volunteers are contacted, a fee of \$50.00 may be deducted from your security deposit.

#### CLEANING:

5. While the cost to clean the facility and store the tables/chairs after your event is included, **all renters are required to remove all trash and place in the dumpster provided on site. Trash left at or around the facility will result in a deduction from the damage deposit.** Trashcan liners are provided, but kitchen dishes and utensils are not available. Lobby furniture and picnic tables should be returned to their original placement by renter. Conference room tables are to remain in the dining room. Dining room upholstered chairs should be placed back in the dining room by renter (if moved). Additional fees may be assessed to cover any cleaning costs associated with your rental.

#### RULES FOR CLUBHOUSE RENTAL:

6. Items rented from another vendor (i.e. additional tables, chairs, linens, tent wall, etc.) must be delivered and removed on the day of the rental, **unless otherwise previously arranged with the Site Manager**, due to other rentals that may be scheduled before or after your event. No exceptions will be made for alcoholic items.
7. **Alcoholic beverages** are allowed provided it is stated on the rental application and assuming compliance with all Virginia ABC regulations. A copy of the banquet license must be provided to the site office prior to the event date. **No alcohol may be left on the premises the night before the event for any reason.** All alcohol must be removed from the property at the end of the event. **No beer kegs are permitted inside the facility.** A protective rubber mat is provided for placement in front of beverage tables inside the facility and must be used to protect the wood floors. **ANY ALCOHOL SERVED ON THE VERANDA MUST BE ATTENDED AT ALL TIMES BY AN ADULT OR BARTENDER.**
8. No decorations may be attached to the walls. **No tape, nails, or push-pins!** Failure to comply will result in loss of deposit. Tape or suction cups may be used on windows, but all tape adhesive **must be removed or a charge will be deducted from the deposit.**
9. **NO HELIUM BALLOONS, BIRDSEED, RICE** (dissolvable or otherwise), **CONFETTI, GLITTER, or FIREWORKS of any kind (including sparklers)** may be used on the premises. Any balloons caught in the ceiling fans will result in the cost of removal, averaging \$350+ or higher. Clean up of items such as silk flower petals or liquid bubble bottles or other items outside will be considered additional cleaning and the cost will be deducted from your deposit.

10. **No Open Flames.** Candelabras or candles must be contained in glass or other protective enclosure i.e. globe, hurricane lamp, ceramic or non-flammable container. **The cost to clean up any spilled wax will be deducted from the deposit.**
11. The building curfew is midnight. All persons using the facility must strictly comply with the Hanover County Noise Ordinance. The Hanover County Noise Ordinance, in part, prohibits: "Operating or permitting the use or operation of any radio receiving set, musical instrument, television, phonograph or any other device for the production of sound between the hours of 10:00 p.m. and 8:00 a.m. the following day, in such a manner as to be plainly audible across property boundaries or through partitions common to two (2) residences within a building. Operating or permitting the operation of any radio, tape player, compact disc or other device for the production of sound on a public right-of-way or in a public place in such a way that the sound is plainly audible at a distance of fifty (50) feet from such device, whether or not the device is situated within a motor vehicle."
12. Adults must be present and will be held responsible for any activities involving persons under the age of 21.
13. **NO SMOKING IS PERMITTED** inside any area of the facility. Smoking is permitted on the front porch or veranda where containers with sand are provided.
14. Animals are not allowed in the facility.
15. No illegal activities are permitted.
16. No vehicles are permitted on the grass areas or sidewalks.

**LIABILITY:**

17. The Association is not responsible for lost or stolen articles, including items delivered or stored from a separate rental company.
18. The renter is responsible for all damages to the facility, equipment, and/or grounds during a function and agrees to pay, upon presentation of an invoice, for all costs incurred to restore the facility to its original state.
19. The renter, for himself and on behalf of any guests, agrees to be responsible for all injuries incurred by himself or his guests during a function and holds the Association harmless against any claims for such injuries.

**INCLEMENT WEATHER POLICY:**

20. Either the Renter or Pebble Creek can cancel the use of the facility as a result of inclement weather. The Renter and Pebble Creek shall hold each other harmless for such a decision. If the reason for the inclement weather is snow or ice conditions, the Renter may continue with their event at their own risk so long as they contract to and do provide snow and ice removal at their own expense (using Pebble Creek's contractor). **Renter must give 24 hour notice prior to their scheduled event of their desire to contract for snow and ice removal at their expense.** If the Renter fails to contract for snow and ice removal prior to and/or during the event, Pebble Creek retains the right to cancel the event.

*Updated 9/2022*

# *The* VIA CLUB

AT PEBBLE CREEK

Pebble Creek, POA  
6069 Green Haven Drive  
Mechanicsville, Virginia 23111  
Office (804) 559-9088  
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## Items Provided for Full Rentals

- Eighteen 5' round tables
- One 4' round tables
- Two 8' and four 6' rectangular tables
- Approximately 150 white metal folding chairs
- Approximately 30 gray upholstered chairs in the dining room
- Four 8' rectangular tables in the dining room
- Standard electric range, microwave, dishwasher, and refrigerator
- Professional stainless steel sinks
- Cleaning supplies including vacuum, mops, brooms, ladder, trashbag liners, extra kitchen and bathroom paper products and cleaning solutions
- Private event signs to be used directly in front of and at both ends of the building
- One (1) six foot wooden easel and two (2) wrought iron easels

## Facility Specifications

- The Via Club's main ballroom is approximately 50' x 36'
- The Dining Room is approximately 19' x 27'
- The kitchen is approximately 15' x 17'
- The Foyer is approximately 16' x 18'
- The Bride's Changing Room is approximately 14' x 15'
- The covered veranda on the back of the facility extends 18' out and runs the length of the building
- The fire place mantel in the Via Room is 6' x 1'
- A built in stone gas grill is available alongside the veranda
- The facility has a total of 74 parking spaces plus 6 handicapped spaces

## Facility Accommodations

Our facility can accommodate 150 people comfortably for a "mingling" reception. It has held as many as 225 guests (maximum allowed) by using both the indoor and veranda areas. A tent wall may be installed on the veranda by our recommended vendor to enclose the area for cold weather events.

If the Dining Room is utilized for food service, the Via Room can accommodate seating for approximately 112 people while allowing for a dance floor, or 150 without.

The veranda area can seat approximately 72 guests, leaving room for bar service, or 90 guests without.

**To view the facility or meet with your decorator/caterer, please call the Site Office at 804-559-9088 to schedule an appointment Monday-Friday.**