

BRIGHTON GREEN COMMUNITY ASSOCIATION
BUILDING LEASE AGREEMENT

This Building Lease Agreement is entered into on this ____ day of _____ 20____, by and between Brighton Green Community Association (herein called BGCA) and

(Name) _____(herein called Lessee)

(Address) _____

(Phone) _____

The building address is 609 N. Pinetta Drive, Richmond, VA 23235, phone number (804) 272-9946.

In consideration of the mutual promises contained herein, and for other good and valuable consideration, it is agreed:

The term of the lease is for the (date) _____.

Lessee shall pay BGCA a "Security Deposit" in the amount of \$200.00.

Lessee shall pay to BGCA the amount of \$_____ per hour or day (circle one).

This agreement is for the exclusive use of the large meeting room and kitchen only. Other areas of the building and grounds may be shared by community members. This agreement does not include access to the pool unless separate arrangements have been made.

Lessee will comply with the rules of the building as may be posted inside the building. There is no smoking in the building. **Vehicles are not permitted on the grass.** BGCA shall hold the Security Deposit without liability for interest and as security for the performance of the lessee. Lessee shall not consider the Security Deposit an advance payment. BGCA may, without prejudice to any other remedy, use the Security Deposit to the extent necessary to make good repairs or clean-up necessary from damage occurring during the lessee's time spent in the building. If the lessee abides by the rules of the building and the building upon inspection has been cleaned, is free of damage and all items have been accounted for after the lessee has returned the building key, BGCA shall return the balance of the Security Deposit.

It is Chesterfield County ordinance that there will be **quiet after 10:00 PM**. It is understood that the lessee will abide by this Chesterfield County ordinance. If the police or fire department is called to the premises due to disorderly conduct or fire, the Security Deposit shall be forfeited. BGCA is not responsible for any damages caused by Acts of God or irresponsibility on the part of the Lessee.

Cancellation Notice:

Cancellations must be received no later than 10 days prior to the event date specified in this agreement. Lessee is required to leave a voice message on the BGCA hotline, (804) 272-9946, with name and call back phone number. Voice mail messages are time stamped. Failure to provide notice of cancellation as stated above will result in a forfeit of the Security Deposit.

IN WITNESS WHEREOF, the parties have executed this agreement on the day and year first above written.

Lessee

BGCA representative

BGCA Rep contact #

Brighton Green Community Center Details

There is a \$200.00 security deposit to reserve the Community Center.

The full rental rate and a signed Building Rental agreement are due upon receipt of keys for your event. A building walk through will take place at that time. A post event inspection and return of the keys will be scheduled at that time and must take place within 48 hours of the event.

The Brighton Green Community Center is a smoke-free building. The renter will comply with all other rules of the building as posted inside the building.

Building Specs:

The main room dimensions are 46'x30' less a 3'x12' closet (approx. 1344 sq ft)

Room for 80 seated guests.

The main room is flanked by (6) 36" windows with white sheer panels and topped with a green valance.

There are two exits from the main room.

There is 1 window in the kitchen.

Facilities and Equipment:

Electrical: 6 double wall outlets

Air conditioning unit with indoor thermostat

7' rectangular tables (4 – actual number may vary)

6' rectangular tables (8 – actual number may vary)

Folding chairs (80 – actual number may vary)

Kitchen

4 burner Electric Range/Oven

Double sink

Refrigerator/ Freezer

Microwave

Restrooms: (in Summer, restrooms are shared with pool patrons between noon and 8pm)

The ladies' room is equipped with 3 stalls and 2 sinks

The men's' room is equipped with 2 urinals, 1 stall and 2 sinks

Check out: The BGCC is offered in AS IS condition. Renters will be provided with a clean empty room and should return the room to the same condition.

- Tables and chairs should be returned to their original locations (padded chairs only in the small closet please)
- The room should be swept clean and the sweepings placed in the trash.
- The floor should be mopped and wet mops hung to dry on fence behind building
- All decoration, adhesives, etc. should be removed
- The kitchen should be swept, mopped and counters wiped clean.
- Food products brought in by the renter or their guests should be removed.
- Check to make sure that the oven/stove is off.
- The trash cans should be emptied into the dumpster.
- Check to be sure ALL doors and windows are closed and locked prior to vacating.
- Reset the thermostat to 50 in the winter and 82 in the summer
- All outside trash should be placed in trash cans

If alcohol is served, the renter must obtain a Banquet License from the ABC board and the alcohol must be consumed inside the building.

Glass containers are not permitted on the grounds outside the Community Center.

Quiet hour by Chesterfield County Ordinance is 10 pm

Did you remember?

- Clean and neatly return tables and chairs to their storage locations (padded chairs in smaller closet)
- Remove all decorations including tape used to decorate
 - **No nails, staples or pins allowed**
- Sweep and mop all floors including the kitchen, hall and restrooms
 - Use hose provided to get water from the restroom sinks
 - Hang wet mops over fence in back of building
- Clean the kitchen - wipe counters and appliances
- Remove food products
- Make sure oven/stove is off
- Empty the trash and replace with new bag
- Reset the thermostat to 50 in winter and 82 in summer
- Check to be sure all doors and windows are closed and locked prior to vacating.
- Pick up all trash outside. Place full bags in dumpster.
- Alert Rental Contact of any needed maintenance or other issues

Brighton Green Community Center Detalles

Hay un depósito de seguridad de \$200.00 a reservar el Centro Comunitario.

La tasa de alquiler completo y un contrato de construcción firmado Alquiler se debe a la recepción de las llaves para su evento. Un paseo a través de la construcción se llevará a cabo en ese momento. Una inspección post evento y la devolución de las llaves se programará en ese momento y debe tener lugar dentro de las 48 horas del evento.

El Brighton Green Community Center es un edificio libre de humo. El cliente cumplirá con todas las otras normas de la construcción tal como fue anunciado en el interior del edificio.

Especificaciones de construcción:

Las dimensiones de la sala principal son 46'x30 'menos un 3'x12' armario (aprox. 1.344 m²)

Sala para 80 personas sentadas.

La sala principal está flanqueada por (6) 36 "ventanas con paneles blancos puros y rematado con una cenefa verde cazador.

Hay dos salidas de la sala principal.

Hay 1 ventana en la cocina.

Instalaciones y equipos

Eléctrica: 6 tomas de corriente dobles

Unidad de aire acondicionado con la cubierta termostato

Mesas rectangulares 7' (4)

Mesas rectangulares de 6' (8)

Acolchado sillas plegables (80)

Sillas plegables AL AIRE LIBRE del metal (45)

Cocina

4 quemadores Cocina eléctrica / Horno

Doble fregadero

Refrigerador / congelador

Microonda

Baños: (en el verano, los baños son compartidos con los clientes de la piscina entre el mediodía y 20:00)

El baño de mujeres está equipado con 3 puestos y 2 lavabos

La sala de hombres está equipado con 2 urinarios, plaza 1 y 2 lavabos

Salida: El BGCC se ofrece en TAL CUAL condición. Los inquilinos se le proporcionará un cuarto vacío limpio y debe devolver el espacio para la misma condición.

- Mesas y sillas deben ser devueltos a sus lugares de origen (solamente sillas acolchado en el pequeño armario, por favor)
- El cuarto debe ser barrido y la basura colocados en la basura.
- El suelo debe ser trapeado y colgar mojado trapeadores sobre cerca detrás del edificio.
- Quita todas las decoraciones y adhesivos y pegamentos y otra.
- La cocina debe ser barrido, fregado y los contadores de limpiar.
- Los productos alimenticios traídos por el inquilino o sus invitados deben ser eliminados.
- Asegúrese de que el horno / estufa está apagada.
- Los botes de basura deberán vaciarse en el basurero.
- Verifique que las puertas y ventanas están cerradas y bloqueadas antes de desalojar.
- Vuelva a poner el termostato a 50 en invierno y 82 en el verano

Si se sirve alcohol, el arrendatario debe obtener una licencia de banquetes de la tarjeta de la ABC y el alcohol debe ser consumido en el interior del edificio.

Los envases de vidrio no están permitidos en los terrenos fuera del centro de la comunidad.

Hora tranquila por la Ordenanza del Condado de Chesterfield es 22:00

¿Te acuerdas?

- Limpiar y volver perfectamente mesas y sillas para sus lugares de almacenamiento (sillas acolchadas en el armario más pequeño)
- Quite todas las decoraciones incluyendo cintas utilizadas para decorar
 - **No hay clavos, grapas o clavos permitidos**
- Barrer la habitación y coloque la basura en la basura
- Trapeador húmedo
 - Manguera de uso previsto para obtener agua de los lavabos de baño
 - Colgar trapeadores sobre la cerca en la parte trasera del edificio
- Limpiar la cocina - barrer, trapear y limpie los contadores
- Retire los productos alimenticios
- Asegúrese de que el horno/estufa está apagada
- Vaciar la papelera y reemplazar con bolsa
- Restablecer el termostato a 50 en invierno y 82 en verano
- Verifique que todas las puertas y ventanas estén cerrados y asegurados antes de desalojar.
- Recoge toda la basura afuera. Coloque bolsas llenas en basurero.
- Alerta Alquiler Contacto de cualquier necesidad de mantenimiento u otras cuestiones