



River Place North Housing Corp -1121 Arlington Blvd, Suite L-1, Arlington, VA,22209

PARTY ROOM RENTAL AGREEMENT & REGULATIONS

1. Fees, Deposits, and Bookings

- **Rental Pricing:** The base rental fee is \$150 for the first three (3) hours. Additional hours are billed at \$50 per hour.
- **Renter Eligibility:** The renter (reservation holder) must be a currently registered River Place North (RPN) resident or shareholder.
- **Security Deposit:** A refundable \$300 security deposit is required for every reservation.
- **Deadlines:** The booking request, signed contract, full rental fee, and security deposit must be submitted at least five (5) business days before the event.
- **Exclusive Access:** The Party Room will be for event attendees' exclusive use during your reserved timeframe.

2. Cancellations and Refunds

- **Standard Cancellation:** Cancellations must be submitted at least three (3) business days prior to the event to receive a full refund of the rental fee and security deposit.
- **Late Cancellation & No-Shows:** Cancellations made fewer than three (3) business days before the event, as well as event no-shows, are strictly non-refundable. The security deposit will be returned, but the base rental fee will be forfeited.

3. Event Capacity and Permitted Uses

- **Maximum Capacity:** The room has a strict maximum capacity of 28 people. Exceeding this limit will result in immediate termination of the event.
- **Prohibited Events:** The Party Room is for private social gatherings only. No political events or commercial/profit-making events (including selling goods, services, or charging admission) are permitted.

4. Check-In, Checkout, and Inspection Procedures

- **Check-In and Pre-Event Walkthrough on Event Day:** Before entering the Party Room, the renter must check in with the Concierge Desk and complete the required pre-event walkthrough. If the event begins after the Concierge Desk closes, the renter must complete the walkthrough right before the Concierge Desk closes.

- **After-Hours Checkout:** If the event ends after the Concierge Desk closes, the renter must complete and submit the post-event checklist, including all required photographs, and lock the Party Room door using the code provided by the Concierge Desk no later than the end of the reservation time. The renter must not share the code with guests or any other person.
- **Post-Event Inspection and Deposit Return:** If the event ends while the Concierge Desk is open, the renter and the Concierge staff member on duty will conduct and document the post-event inspection together.
If the event ends after the Concierge Desk closes, the renter must complete and submit the required post-event checklist and photographs. The Concierge staff member on duty the following day will inspect the room promptly after the desk opens.
Management will review the inspection records and determine whether the security deposit will be returned in full or whether deductions are necessary for cleaning, damage, missing items, or other documented violations. If the charges exceed the security deposit, the renter will be responsible for the remaining balance.

5. Hours of Operation

Reservations are only permitted within the following windows:

- Monday through Friday: 9:00 AM – 11:00 PM
- Saturday and Sunday: 10:00 AM – 11:00 PM

Important: The entire reserved period, including setup, the event, clean-up, submission of the post-event checklist, and departure of all guests, must be completed by 11:00 PM. From 10:00 PM onward, all renters and guests must strictly observe RPN's quiet-hours requirements.

6. Noise, Conduct, and Damages

- **Noise Control:** Music and guest volume must be kept at a respectful level at all times. Event attendees should remain in the Party Room and should not migrate to other areas of the building, including the lobby. The Party Room door should remain closed at all times to help minimize noise.
Important: The Concierge or building Security reserves the right to shut down the event immediately if noise complaints are not resolved.
- **Liability for Damages:** The renter assumes full financial responsibility for the room. Any damages to the furniture, walls, fixtures, or appliances will be charged directly to the person under whose name the reservation was made.

7. Clean-Up Responsibilities & Fees

- Clean-up Standard: The renter is responsible for returning the room to its original condition. This includes wiping down surfaces, removing all personal decorations, and ensuring the refrigerator is left completely empty.
- Trash Disposal: All trash and recycling must be bagged and disposed of in the designated building trash areas before checking out.
- Cleaning Charge: If the room requires staff cleaning, or if items are left inside the refrigerator, a flat \$100 cleaning charge will be deducted from the security deposit. If damages or cleaning costs exceed the deposit, the renter will be billed for the remaining balance.

ACKNOWLEDGEMENT & SIGNATURE

By signing below, I certify that I am the renter and that I have thoroughly read, understood, and agreed to abide by all the rules, regulations, and financial policies outlined in this contract. I accept full responsibility for my guests' conduct and any damages or cleaning violations that may occur during my rental window.

Renter Printed Name: _____

Unit Number / Address: _____

Renter Signature: _____ Date: _____

Management / Concierge Signature: _____