



3010 Colvin Street, Alexandria, VA 22314
P.O. Box 1228, Alexandria, VA 22313

APA HALL RENTAL CONTRACT

The following agreement is entered into on this _____ day of _____, 20__, between _____, hereinafter referred to as “Renter”, and the Alexandria Police Association, in order to rent the Alexandria Police Association (APA) Hall, located at 3010 Colvin Street, Alexandria, VA 22314. Payment will be made in full, **at least 10 days prior to the date of rental.** Renters who have not made payment on or before 7 days before their rental will forfeit their reservation. The total of the rental fees will be established by consulting the table below.

APA Member 1 st rental of year	\$100 fee + \$200 Security Deposit
APA Member 2 nd rental of year	\$125 fee + \$200 Security Deposit
APA Member 3 rd or subsequent rental of year	\$150 fee + \$200 Security Deposit
Non-APA Member	\$450 fee + \$250 Security Deposit
APA Member Keg Usage	*Contact board member for current fees

*For purposes of the above table, January 1st through December 31st will constitute one year.

The renter agrees to all conditions contained in this document, to include attached documents “**APA Rental Rules and Regulations**” as well as “**APA Post-Rental Inspection Sheet.**” Renter agrees that the APA board of directors may impose fines for violations noted on the post-party inspection sheet.

The Renter agrees that all fees must be paid 10 days prior to the rental date. Security deposit must be made as a separate payment. The security deposit will be returned to the Renter following a post-rental inspection and review by an APA board member.

All rentals are for a 16 hour period, which begins at 1000 hours on the date of the rental and ends at 0200 hours the following day. Any special requests to change these hours must be requested at the time of reservation. **Under no circumstances are events not hosted by the Alexandria Police Association to continue past 0200 hours.** Violation of this rule will be grounds for forfeiture of the entire security deposit.

It is understood that any violation of Federal, State of Virginia, or City of Alexandria laws shall immediately void this contract. Renter will be liable for prosecution and all funds paid to the APA will be forfeited.

(Continued)

The renter agrees to follow all Virginia Alcoholic Beverages (ABC) laws and regulations and will obtain all necessary permits for their event.

The submission of this contract is not in and of itself a definite reservation of the requested date of rental. After application is reviewed by an APA board member, the requesting renter will be notified via telephone and/or e-mail of their rental confirmation.

The APA board reserves the right to cancel this contract at any time for "good cause." If the rental is to be cancelled by the APA board, the point of contact listed below will be notified.

(To be completed by renter)	
Date of rental _____	
Special hours requested _____	
Purpose of function _____	
Name of renter _____	
Cell phone number _____	
E-mail Address _____	
Will alcohol be served	Yes No (Circle One)
If yes, who will supply alcohol _____	

Reviewed by _____ (APA Board Member)	
Approved	Disapproved
Entered onto reservation calendar by _____ on _____	

APA Rental Rules and Regulations

1. All rental fees must be paid 10 days prior to event, failure to make payment of fees and/or security deposit will result in forfeiture of reserved date. Any cancellation within 10 days of the event will be cause for forfeiture of all fees, not including security deposit.
2. APA members renting the hall for events must remain present at the hall for the duration of the event. Any member found to have violated this rule will be assessed the non-member fees listed in the "Hall Rental Contract."
3. No renter and/or guest may consume alcoholic beverages in front of the APA hall, in violation of city and state law.
4. No non-member will be permitted to enter the second level of the hall without being escorted by an APA member. This does not permit members to open the second level of the hall as an extension to their event.
5. All occupancy limits will be followed at all times. Violation of this rule will open the renter up to prosecution and forfeiture of all fees and security deposit.
6. Renter agrees to follow the attached "**APA Post-Rental Inspection Sheet**" to determine what condition the hall must be left in following their event. Any violation noted on this inspection will result in fines being assessed against the renters security deposit, at the discretion of the APA board. If the renter finds the hall to be unclean and/or in violation prior to their event, they must notify a board member immediately.
7. In rare situations, the APA board reserves the right to adjust and/or waive fees for certain events, to include, but not limited to: funerals, department events, honorary member rentals.
8. There is **ABSOLUTELY NO SMOKING IN THE APA HALL**. Violation of this rule will void this contract and all fees and security deposit will be forfeited.
9. Any large spill must be immediately cleaned up, using a mop and/or paper towels.
10. No non-member should access the audio visual closet. Members are permitted to enter in order to add and/or exchange cd's or dvd's from the player.

Renter name _____

Renter Signature _____

Date _____

APA Post-Rental Inspection Sheet

Kitchen Area

- ☐ Pots, pans & dishes cleaned and returned to appropriate place
- ☐ All countertops clean of debris
- ☐ Trash emptied and brought outside to trash cans
- ☐ Door secured
- ☐ Oven wiped down/Clean of debris
- ☐ All food removed from refrigerator and freezer
- ☐ Microwave wiped down/free of debris

Bathrooms

- ☐ Floors swept
- ☐ Trash emptied and brought to outside trash cans

Front/Exterior Area

- ☐ No Debris left on ground

Bar Area

- ☐ Bar wiped clean of debris
- ☐ Trash can emptied and brought outside to trash cans
- ☐ All remote controls returned to bar area
- ☐ Floors clear of debris/Swept
- ☐ All stools, tables and chairs wiped down and returned to original locations
- ☐ All electronic equipment powered off, to include Televisions & lights
- ☐ All doors secured at the end of event

Deck Area

- ☐ Clean of debris to include cigarette butts
- ☐ Grill cleaned and propane turned off (If Used)

Renter _____ Rental Date _____

Inspection completed by _____ on _____

Violations noted _____

Reviewed by _____ (Board Member)

Fines imposed _____

Security deposit _____ returned _____
(amount) (date)