



Barn & Amphitheater Rental Contract 2025

V.1

Neighborhood Association, Inc.

The Barn at One Loudoun
20450 Savin Hill Drive • Ashburn, VA 20147

This document constitutes a private rental agreement between the One Loudoun Neighborhood Association, Inc. (1LNA) and the Property Owner (Member) and is subject to terms and conditions contained in this agreement.

9:00am - 9:00pm Friday and Saturday*
Rental time must include set-up and clean-up
\$120.00/Hr (2-hour minimum)
Security Deposit: \$1000.00 (1LNA Residents)/ \$2000 (Condo Residents)
Maximum 100 Person Capacity

Return to Catherine Miller, Asst. General Manager, cmiller@cmc-management.com
703-723-4011

A signed agreement, insurance documentation, and payments must be received no later than two (2) weeks prior to the requested rental date. Rental dates may be booked up to one year in advance.

Member Information

Today's Date: _____ / _____ / _____

Property Owner Name: _____

Address: _____

 Ashburn, Virginia 20147

Telephone/Cell: () _____

Email Address: _____

Reservation Information

Rental Date:	/ /		
Day of Week:		Sat	Sun
Time Begin	<input type="checkbox"/> AM	<input type="checkbox"/> PM	
Time End	<input type="checkbox"/> AM	<input type="checkbox"/> PM	
Event Description & Number of Guests			

Hourly Rental Fee:	\$ 120.00
Total Rental Fee:	\$
Security Deposit Fee:	\$ 1000/\$2000

Check Number(s): _____

Please make check payable to 'One Loudoun Neighborhood Association' 44605 Russell Branch Pkwy, Ashburn, VA 20147

Cashier's Check Info: _____

Credit Card Payment (a 3.0% fee will be added to all, swiped credit card transactions and a 3.7% fee will be added to all manually entered credit card transactions)

Property Owner
Signature:

Management
Signature:

Rental of the Barn and Amphitheater at One Loudoun does not include use of the Club at One Loudoun. No smoking is permitted in the Barn building or on the Barn and Amphitheater property. No sale of alcohol beverages is permitted. **Any violation of this contract may result in forfeiture of the Member Rental fee and/or Security Deposit Fee, and/or may result in a hearing before the Board of Directors for revocation of rental privileges and/or suspension of Association Member Use privileges.**

1LNA and the Member Agree to the Following:

1. RENTAL TERM AND PAYMENT

Member Initial _____

The Barn and Amphitheater at One Loudoun (hereinafter referred to as the “Barn”) is only available for reservation by One Loudoun Neighborhood Association (hereinafter referred to as “1LNA”) residential property owners for private, non-profit events. Political, religious, corporate, for-profit, or any event with compensation is not permitted. The 1LNA Board of Directors has priority use of the Barn for Association and community events.

Rental cost is \$120.00 per hour, 2 hour minimum, Friday or Saturday only, between 9:00 a.m. – 9:00 p.m. Because the Barn is located immediately adjacent to private homes, all attendees must immediately vacate the Barn area at the end of the reservation period. **The Barn and grounds must be vacated by 9:00 p.m. Persons who access the Facilities other than contracted rental hours will be deemed to be trespassing and are subject to prosecution or other sanctions pursuant to the enforcement procedures in Policy Resolution No. 5.**

In the event the full rental payment is not received 30 days prior, the rental will be automatically cancelled. Accepted forms of payment include Personal Check, Money Order, and Cashier’s Check payable to the *One Loudoun Neighborhood Association* and Credit Cards (Visa, MasterCard & American Express). **There shall be no fees for the cancellation of an event due to inclement weather. Cancellation within 30 days of the rental date will incur the loss of the total rental fee. Security deposit will be refunded. Cancellation must be received in writing. If a change in time to your rental is needed, you will need to notify us in writing 72 Hrs. before your rental date. The clubhouse attendant has no authority to grant an extension before or after the hours already requested in your rental.**

2. SECURITY DEPOSIT FEE

Member Initial _____

A Security deposit fee of \$1000.00 (1LNA) or \$2000.00 (Condo) is required per event. Payment of the full Security Deposit fee is due at time of reservation and contract signing. Accepted forms of payment include Personal Check, Money Order, and Cashier’s Check payable to the **One Loudoun Neighborhood Association** and Credit Cards (Visa, MasterCard & American Express).

The Security Deposit will be held by 1LNA Management until such time as it is determined the Barn has been returned to 1LNA broom clean, bathrooms/hard surfaces/tables and chairs disinfected, and with no damages. The Member is responsible for cleaning after the use of the Barn according to the attached "Rules for Use." The Barn will be inspected by 1L Management after the rental term and the Security Deposit will be mailed to the Member named on the Rental Contract within 5 business days of satisfactory inspection.

Forfeiture of Security Deposit:

Refund of Security Deposit will be made only after satisfactory inspection of the Barn has been completed.

A Member will forfeit their Security Deposit for any breach of this contract, including but not limited to:

- Exceeding the rental hours specified in the contract. This includes arriving before the start time, staying beyond the rental end time, or entering the Barn at any time outside the rental time.
- Barn must be vacated by 9pm (Friday & Saturday). If a Member and/or Member's guest does not vacate the building by these times, the entire security deposit will be forfeited and the Member risks not being permitted to rent One Loudoun's facilities for a period of six months, after the scheduled event.
- Failure to clean the premises in accordance with the attached "Rules of Use". A portion of the security deposit will be charged.
- Key duplication.
- Damage to the Barn interior or exterior including the stage, lawn or irrigation system by a Member and/or Member's guests. Should the cost to repair damages by a member or their guests exceed the security deposit amount, the balance is due and payable within 15 days of certified mail notice from 1L Management. If the balance is not paid within 15 days of notice, the debt will become a lien against the Member's lot.
- The Barn must be vacated at the end of the rental period. 1LNA reserves the right to contact the Loudoun County Sheriff's Department and/or 1L Town Center security for assistance.

3. KEYS

Member Initial _____

The Barn key is available for pick up by arrangement with 1LNA management. The Member may not give the key to any other person or organization and keys may not be duplicated. The key must be returned to 1LNA management no later than 12:00pm on the Monday following the rental.

4. ASSIGNMENT OF CONTRACT

Member Initial _____

This contract may not be assigned to any other person or organization nor may a Member rent this facility on behalf of a non-member, group, or organization. The Member must be present on the premises for the entire rental period. Pre and Post inspections must be conducted by the Homeowner with a member of the staff. This cannot be assigned to another person on the Homeowner's behalf. Homeowner's must be included/present for all discussions in regards to the rental (set-up/clean-up, catering, vendors, etc.)

5. SECURING THE PREMISES AFTER RENTAL PERIOD

Member Initial _____

The Member is responsible for securing the Barn at the end of their rental according to the "Rules for Use." Any interior damage or vandalism that occurs as a result of a Member's failure to properly secure the building will become result in forfeiture of the Security Deposit. 1LNA reserves the right to collect from the Member for all damages, including but not limited to repairs and legal fees, that result from the Member's failure to secure the facility.

6. UTILITIES AND CONSUMABLES

Member Initial _____

1LNA will provide all necessary water, sewer, gas and electricity for the Barn at the Association’s expense during the rental period. The Member agrees that at all times the use of such services will comply with all applicable laws, ordinances, rules and regulations, and will not undertake any activities that may exceed the capacity of the mains, feeders, ducts, and or conduits bringing service to the Barn. Notwithstanding the foregoing, 1LNA will not be liable for any interruption in the provision of services beyond its control or for any damages to the Members personal property resulting from use.

1LNA will provide restroom consumables including hand soap, paper towels, and toilet tissue.

The Barn is not a heated building. The bathrooms are not available in November – March, as the water is turned off and the building is winterized.

7. SECURITY

Member Initial _____

The Member acknowledges the presence of video surveillance as a resource to ensure the safety of Members and the 1LNA property

8. INDEMNIFICATION

Member Initial _____

The Member agrees that it shall indemnify and defend 1LNA and hold it harmless from any liability, suit, action, claim, demand, loss, expense (including, without limitation, attorney fees), or cost of any kind or nature of, or connected in any way to, or with, the Member or guests use of the facility, the execution of this Contract, or any injury, loss or damage to any person or property on the premises during the rental time period. **The Member shall provide a copy their homeowner’s certificate of insurance listing the 1LNA as an additional insured on the members homeowners insurance policy or a Special Event Coverage Policy at the time of reservation. Liability coverage must be in the amount of one million dollars. Any vendors providing services for an event must provide a Certificate of Insurance no later than 14 business days prior to the event.**

9. MISCELLANEOUS

Member Initial _____

This agreement is not an interest in real estate, but an agreement for rental of the Barn and Amphitheater. In the event that 1LNA breaches its obligations under this agreement, the parties agree that 1LNA’s liability shall be limited to the amount of the Rental Fee paid and the Security Deposit paid. The term “Member” refers to the person or persons named on the deed to a property located in One Loudoun.

Any violation of this contract may result in forfeiture of the Member Rental fee, Security Deposit Fee, and/or a hearing before the Board of Directors for permanent revocation of rental privileges and/or suspension of Association Member Use privileges.

10. ENTIRE AGREEMENT

Member Initial _____

This agreement along with the “Rules of Use” incorporated herewith, constitute the entire agreement between the parties. The Member agrees to all rules and regulations as outlined in “Rules for Use” attached to this rental agreement.

RULES FOR USE
ONE LOUDOUN NEIGHBORHOOD ASSOCIATION, INC.
BARN AND AMPHITHEATER

BARN MUST BE VACATED BY 9PM (FRIDAY & SATURDAY).

The Barn is not a heated building. The bathrooms are not available in November – March, as the water is turned off and the building is winterized.

1. The maximum capacity of the Barn is 100 persons.
2. Rental of the Barn includes the building and the concrete area. The grassy field is not part of the rental and Members are not permitted to set-up in this area. Utilizing the field will result in a \$500 deduction to the entire deposit.
3. No vehicles at any time are permitted on the Barn asphalt, concrete stage or lawn.
4. **Parking is available in the Clubhouse parking lot, parking garage and commercial area. No parking is permitted on the residential streets and alleys (i.e. Savin Hill Dr., Stepney Dr., Wellsboro Dr., Yarmouth Dr., etc.). Violation of the parking restriction will result in a \$500 deduction to the security deposit.**
5. The Member agrees that he/she, their guests and invitees shall abide by the rules, terms and conditions of this contract.
6. The Member agrees that he/she will provide adequate supervision for guests and invitees during the rental period, including adult and/or parental supervision of any persons under the age of eighteen (18).
7. Inflatables are not permitted to be set-up on the Association property.
8. No open flames are permitted except birthday cake candles and sterno chafing dish/container food warmers and grills on the asphalt 15 feet away from the Barn.
9. No alcohol may be sold on the premises.
10. Sales and/or marketing on the premises is prohibited.
11. No smoking is permitted in the Barn building or on the Barn and Amphitheater property.
12. No nails, tacks, tape, adhesives, or adhesive substances may be placed on the walls, beams, framing, or window surfaces.
13. **Notify Management if auxiliary lights or sound equipment are contemplated. All vendor services must be disclosed to management and a Certificate of Insurance must be provided no later than 14 business day prior to the event.**
14. **All trash must be immediately removed at the end of the rental period.**
15. The premises **must** be left broom clean and disinfected, including but not limited to:
 - a. Wipe up any spills.
 - b. Wipe down all chairs and round tables.
 - c. **Remove ALL party decorations (balloons, streamers, etc.), equipment, and rental/personal items from the rental space. Failure to remove items will result in forfeiture of the entire deposit.**
 - d. Ensure bathroom toilets are flushed and trash is in the receptacles.
 - e. Bag all trash and take to the dumpster located in the Clubhouse parking lot. Trash bags and loose trash must not be left on the ground next to the dumpsters. **Failure to dispose of trash properly will result in a \$100.00 deduction from the security deposit.**
16. Facility **must** be left secured.
 - a. Turn off all lights and fans.
 - b. Close and lock all windows and doors including restrooms.

Your cooperation in keeping the Barn and vicinity in good condition is important and appreciated!

The undersigned agrees to all terms and conditions in the Rules for Use.

Member Name (Print): _____

Member Signature: _____ Date: _____

Any violation of this contract may result in forfeiture of the Member Rental fee, Security Deposit Fee, and/or a hearing before the Board of Directors for permanent revocation of rental privileges and/or suspension of Association Member Use privileges.

PRE AND POST INSPECTION FORM

ITEM	PRE-USE CONDITION	POST-USE CONDITION
East/West Doors		
Front Barn Doors		
Windows		
Men's Bathroom/Mirrors		
Women's Bathroom/Mirrors		
Water Fountains		
Lights		
Fans		
Floor/Concrete Pad		

FACILITY INSPECTION CONDITION:

COMMENTS:

Pre-Use Inspection Conducted by: _____ Date: _____

Agreed Upon By Contract Holder: _____ Date: _____

Post-Use Inspection Conducted by: _____ Date: _____

Agreed Upon By Contract Holder: _____ Date: _____

DATE OF EVENT:	DEPOSIT:
REPLACEMENT/REPAIRS:	TOTAL REFUND:

****Pre and Post inspections must be conducted by the Homeowner with a member of the staff. This cannot be assigned to another person on the Homeowner's behalf.***

Cancellations and Changes:

Any request for time and date changes or cancellations must be done in writing.

Cancellations 30 days prior to rental date: No financial penalty.

Cancellations WITHIN 30 days of the rental date: Renter forfeits security deposit.

Cancellations WITHIN 14 days of the event: Renter forfeits BOTH rental payment and security deposit.

Date changes 14 days prior to the rental date: No financial penalty. Changes may be made based on availability within the same calendar year.

Date Changes WITHIN 14 days of the event: Not permitted. Renter forfeits BOTH rental payment and security deposit.

Time change requests must be made in writing, and confirmed by management, within 72 hours of the event date.

Cancellations due to inclement weather: No financial penalty.

Member Initial _____