

# ABINGDON RURITAN CLUB

## RENTAL FAQ'S

### ADDRESS –

Mailing – PO Box 22, Bena, VA 23018

Physical – 8784 Guinea Rd, Hayes, VA 23072

**ALCOHOL** – Alcohol is permitted inside the building when you are having a function. Please refer to the ABC website for information and application for a Banquet License. (See attached Sheet)

**BANQUET ROOM – 70 feet x 100 = 7,000 square feet**

**BANQUET LICENSE** - <https://www.abc.virginia.gov/ebanquet/public/welcome.do>

**BATHROOMS** – All Bathrooms are handicap accessible -

Men's Bathroom 4 Urinals 4 Stalls

Women's Bathroom 7 Stalls, Full Length Mirror

**BUILDING CAPACITY – 466**

**CATERERS** - See attached for list – no endorsement is made by ARC - If you are “self-catering your event you will need to bring your own pots, pans and utensils to prepare your food

**CHAIRS –**



**350** available for use

**CHAFING DISHES** - Twelve (12) available for rent (Price includes fuel burners)



**COFFEE MAKER** - Two (2) available.



1

8/8/2016

Abingdon Ruritan Club

# ABINGDON RURITAN CLUB

## RENTAL FAQ'S

**COOLER/KEG/BEVERAGE** - Two (2) available for use – no charge – will accommodate kegs, also used for can or bottled beverages (has wheels for easy mobility)



**CLEANUP** - Tables and chairs can be moved to suit your function, however they are to be put back according to the floor diagram given with rental package. The diagram can also be found in the glass case in the entry foyer. All trash is to be removed from building to dumpster located outside.

**DANCE FLOOR** - Wood parquet dance floor (23 feet x 35 feet Size)



**DECORATIONS** – Building can be rented for the day prior to an event for decorating, (full or half day) Contact Office Manager for details. No decorations are allowed to be hung from ceiling or attached to walls with pins/nails, etc.

**DISCO BALL** - In center of Dance Floor

**DROP BOX** - A drop box is located on the front of the building. Contact the Office Manager and advise if you have left contract or payment in box.

**DJ's**- See attached – No endorsement is made by ARC

**Duty Manager** - A Duty Manager is the person who will be with you while you are at our facility to assist you with any questions you may have. They will meet you the day you or your caterer need access to the building.

2

8/8/2016

Abingdon Ruritan Club

# ABINGDON RURITAN CLUB

## RENTAL FAQ'S

**FLOOR PLAN-TABLE SETUP** – You will receive a copy of the table setup configuration in your rental package. After your function, tables are to be returned to this setup. A copy is located in glass case in entry foyer.

**FOUNTAIN** – One (1) available- 5 gallon capacity. See pricing guide for rental fee



**ICE MACHINE** – Large Commercial Capacity – 400 lbs. capacity



**INSURANCE** - We will need to have a Certificate of Insurance. Contact your agent and advise him of your rental plans and if you are serving or selling alcohol. Your Agent will submit COI on your behalf. If you have any questions please contact our agent, Jay McGlohn, Towne Insurance, Gloucester, VA, 804-639-3502

**KITCHEN/BANQUET ROOM ITEMS AVAILABLE FOR RENT** - See Building Fee Schedule for pricing.

1. Coffee Pot – One (1) available
2. Chafing Dishes – Twelve (12) available
3. Fountain – One (1) available -
4. Tablecloths for 60 inch round available for all tables
5. Tablecloths for 6 and 8 foot tables available for all tables
6. Napkins – Available for rent

# ABINGDON RURITAN CLUB

## RENTAL FAQ'S

### KITCHEN AMENITIES –

1. Pizza Oven – Triple deck- Will accommodate 2 large pans/ trays of food on each deck



2. 6 Burner Gas Stove with Double Ovens and Griddle



3. 2 Large Commercial Refrigerator



4. Commercial Mixer



# ABINGDON RURITAN CLUB RENTAL FAQ'S

## a. Food Warmer

### 5. Large Island Work Surface



### 8. Meat Slicer



# ABINGDON RURITAN CLUB

## RENTAL FAQ'S

**MICROPHONES** - 1 corded and 1 cordless are available for use thru our speaker system installed in ceiling. Microphone jacks are located under the stage and midway on both side walls. (Ask Duty Manager for assistance)

**MUSIC** - We do not furnish cd players or IPod. If you are planning on playing music thru cd's or Ipod you will need to bring your own sound. Our building has speakers for use with the microphones and are not designed to project sound. Nothing is to be plugged into our amplifier.

**PAYMENT OF RENTAL FEE** - We accept cash, check, or money order. We do not accept credit or debit cards. Rental fee is to be paid in full 90 days prior to your event. We reserve the right to cancel if funds are not received as stated in contract. No refund will be made if event is canceled within 60 days of event. Drop Box in front of building for payments.

**POTS/PANS/UTENSILS** - If you are hire a caterer they will have their own equipment to use. If your plan is to prepare food on site (self-cater) you will need to bring your own utensils, pots, pans, serving platter for food preparation and serving. NONE is available use other than chafing dishes as outlined in the rental policy.

**PROJECTORS** - None available- (Used ones can be bought at Pawn Shops)

**PHONE NUMBER** – For Office 804.642.9021. The Office is not staffed on a full time basis. Please leave name and phone number for inquiries. Office Manager will return your call.

**RENTAL CONTRACT** – How to get one?

- 1 Call our Office Manager at 804-642-9021
- 2 Download one from our website at [www.abingdonruritanclub.com](http://www.abingdonruritanclub.com). or
- 3 Email [admin@abingdonruritanclub.com](mailto:admin@abingdonruritanclub.com)

**RESERVING/HOLDING A DATE FOR A FUNCTION** – A verbal date can be held for 2 weeks once the Office Manager has confirmed the date is available. If no contract with deposit is received at the end of the 2 week period the date is considered available again.

**SEATING** - While the Building Capacity is 466, we have 350 chairs available.

**STAGE** - 23 feet x 14 feet = 322 sq. feet (See Stage in Dance Floor Picture)

**SOUND EQUIPMENT** – We do not furnish sound equipment for your function. Sound Equipment can be rented at a nominal charge. See vendor list below.

# ABINGDON RURITAN CLUB

## RENTAL FAQ'S

**TABLES** - Available for use:  
**ROUND BANQUET TABLES –**



**FORTY (40) – 5' FOOT**  
**Seats up to 8 people**



**10 (TEN) RECTANGLE TABLES - 8'X2.5' & 4 (FOUR) 6'X2.5'**

**TABLECLOTHS** - Available to rent in white only to fit 60 inch round and rectangle tables. See Building Pricing Guide.

**TIME FOR ENTRY INTO BUILDING** - 8:00 am. See Building Rental Policy. Contact the Office Rental Manager.

**TIME FOR EVENT ENDING** – 1:00 am on Friday, Saturday and Sunday. 9 pm on Monday thru Thursday. See Building Rental Policy. Fees apply for events lasting longer than stated times. See Building Rental Policy.

**WEBSITE** - [abingdonruritanclub.com](http://abingdonruritanclub.com)

**WiFi – Available** - See Duty Manager for password

# ABINGDON RURITAN CLUB RENTAL FAQ'S

**VENDORS AVAILABLE IN GLOUCESTER COUNTY –NO ENDORSEMENT IS MADE BY ARC AND NO COMPENSATION IS RECEIVED FOR THE NAMES REFERRED TO HEREIN.**

## **CATERERS -**

1. Juan's Mexican Cantina and Café – 2310 Geo Wash Mem Hwy, Hayes, VA 23072, 804-642-5401
2. Scoot's – 2091 Geo Wash Mem Hwy, Gloucester Point, VA , 804-993-7063
3. Egghead's Diner, 1785 Geo Wash Mem Hwy, Gloucester Point, VA 804-684-1222
4. Olivia's in the Village - 6597 Main St, Gloucester Courthouse, VA 23061, 804-694-0057
5. Creekside Catering, 804-642-5378

## **CAKE –**

1. Donna Miller, Cake Designer, 804-972-9211, email [dbcreations1@aol.com](mailto:dbcreations1@aol.com) or visit [www.dbcreations1.com](http://www.dbcreations1.com)



2. Courtney Dye, 757-291-2489, [Csnd99@gmail.com](mailto:Csnd99@gmail.com) -





# ABINGDON RURITAN CLUB RENTAL FAQ'S

## Dj's

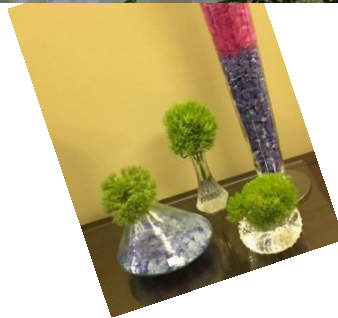
1. Mixin Mike Walker, 252-435-3785, mixmaster2@roadrunner.com
2. Tom Wilburn, 757-310-8417
3. Shaun Arnan, Phantom Sound Entertainment, shaun.arndt@yahoo.com

## PHOTOGRAPHERS –

1. Shoot for Five Photography - <http://www.shootforfivephotography.weebly.com/>
2. Heart Felt Photography by Stephanie  
[https://www.facebook.com/Heartfeltphotos2014/?hc\\_location=ufi](https://www.facebook.com/Heartfeltphotos2014/?hc_location=ufi)
3. Happy Acres Photography = <http://www.happyacresphotography.com/>
4. Images in Light - <http://www.imagesinlight.com/>

## FLOWERS -

Gloucester Florist – 23  
36 York Crossing Dr. Hayes, VA 23072 804-642-4555



# ABINGDON RURITAN CLUB

## RENTAL FAQ'S

**SOUND EQUIPMENT -** Winter Sound Music Store, 804-642-6434,  
1714 George Washington Memorial Hwy, Gloucester Point, VA 23062

**ADDITIONAL ITEMS** – Grand Rental Station, 3727 Geo Wash Mem Hwy, Hayes, VA 804-642-5500 or email [website@grandrental.net](mailto:website@grandrental.net) , listed below are just a few of the many items available for rent

1. Colored Table Cloths/Runners
2. Wedding Arch
3. High top tables
4. Popcorn Machine
5. Photo Booth

**TABLECLOTHS, CHAIR COVERS, RUNNERS** – [WWW.YOURCHAIRCOVERS.COM](http://WWW.YOURCHAIRCOVERS.COM),  
They have a tablecloth sizing chart