

ABINGDON RURITAN CLUB COVER LETTER FOR LESSEE RENTAL AGREEMENT

Date: _____

Dear _____ (Name & Title, Sir/Madam):

Thank you for your interest in renting the Abingdon Ruritan Club. Attached for your review and use are the following documents:

- Form 13a - ARC Building Rental Policy
- Form 13b - ARC Lessee Building Rental Agreement
- Form 13c - ARC Building Fee Schedule
- Form 13d - ARC Event Schedule for Building

Please review these attachments carefully since critical information is contained in each document regarding specific ARC requirements. In addition, if you serve alcohol at your event, you will need to provide the following **10 days prior to your event (See Building Rental Policy) :**

- A completed ABC Banquet License Application available at the ABC Store or online at WWW.ABC.gov.license
- A rider on your insurance policy that you are serving alcohol at this function

If you have any questions, please do not hesitate to contact me at 804-642-9021. If you agree with the terms outlined in these attachments, please complete and return the ARC Lessee Building Rental Agreement with your Security Deposit made payable to the Abingdon Ruritan Club and mail to:

Abingdon Ruritan Club
ATTN: Rentals
P. O. Box 22
Bena, VA 23018.

Please note the Rental Payment; and Event Schedule (Form 13d) are due 60 days prior to your event and the Due Dates must be strictly followed. Failure to do so may result in forfeiture of your Security Deposit and loss of your reserved date.

In an effort to assist you and help you have a successful event, an ARC member will be appointed as Duty Manager and will be present throughout your event. We look forward to being of service to you and your group.

Sincerely,

Authorized Representative: _____

Adopted by the Board of Directors July 2014