

ABINGDON RURITAN CLUB ~ COVER LETTER FOR LESSEE FESTIVAL GROUNDS AGREEMENT

Date: _____

Dear: _____

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

- Form 14a – ARC Festival Grounds Rental Policy
- Form 14b – ARC Individual Lessee Festival Grounds Rental Agreement
- Form 14c – ARC Festival Grounds Fee Schedule
- Form 14d – ARC Festival Grounds Event Schedule for Building
- Form 14e – ARC Festival Grounds Site Plan

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

- A Virginia Alcoholic Beverage Control Banquet License, The application is available at the local ABC Store or online at <https://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 Festival Grounds Rental Agreement with your Security Deposit made payable to The Abingdon Rurital Club and mail to:

Abingdon Rurital Club
Attn: Rentals
P.O. Box 22
Bena, Virginia 23018

Please Note: The Rental Payment and Event Schedule for your event (Form 14d) are due 60 days prior for Rental Payment and 10 days prior for Event Schedule. **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 your and your group.

Sincerely,

Authorized Representative: _____

(Signature)