

# ABINGDON RURITAN CLUB RENTAL FAQ'S

## ADDRESS –

1. Mailing – PO Box 22, Bena, VA 23018
2. 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 - STADIUM SEATING**

**350 - TABLE SEATING**

**CATERERS** - No endorsement is made by ARC

**CHAIRS – 350**



available

**CHAFING DISHES**

rent (Price includes fuel burners)

-



Twelve (12) available for

**COFFEE MAKER** - One (1) available.



**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)



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**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)



**DECORATIONS** – Building can be rented for day prior to 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**- No endorsement is made by ARC

**DUTY MANAGER** - A Duty Manager is the person who will be with while you are at our facility to assist you with any questions you may have. The Duty Manager will meet you the day you set up for your event and meet your caterer to give him access to the building.

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**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 return to this setup. A copy is located in the glass case in the entry foyer.

**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. He 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

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## KITCHEN AMENITIES –

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



2. Garland Electric Convection Oven



3. 6 Burner Gas Stove with Double Ovens and Griddle



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4. 2 Large Commercial Refrigerators



5. Commercial Mixer



6. Large Island Work Surface



7. Food Warmer



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### 8. Meat Slicer



### 9. Potato Peeler



**MICROPHONES** - 1 corded and 2 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 and rent speakers designed to project sound. You can connect to our Bluetooth Adapter and use through our sound system. 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. The Rental fee is to be paid in full 60 days prior to your event. We reserve the right to cancel if funds are not received as stated in our contract. No refund will be made if event is canceled within 60 days of event. A Drop Box is located in front of the building for payments.

**POTS/PANS/UTENSILS** - If you hire a caterer they will have their own equipment to use. If you plan to Self-Caterer food on site you will need to bring your own utensils, pots, pans and serving platters for food preparation and serving. NO pots, pans or utensils are available for use other than the chafing dishes as outlined in the rental policy.

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

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**PHONE NUMBER** – For Office 804.642.9021. The Office is not staffed on a full time basis. When calling the Office please leave your name and phone number for inquiries. The Office Manager will return your call as soon as she is in the office.

## **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 [rental@abingdonruritanclub.com](mailto:rental@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 CAPACITY - 350**

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

**SOUND EQUIPMENT** – We do not furnish sound equipment for music for your function.

**TABLES** - Round and Rectangle Available

1. **Forty (40) – 5' foot Round Tables**
2. **Ten (10) - 8'x2.5' Rectangular Tables**
3. **Four (4) - 6'x2.5" Rectangular Tables**



**TABLECLOTHS** - If you want tablecloths on tables at your function you will need to obtain your own.

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

## **ABINGDON RURITAN CLUB RENTAL FAQ'S**

### **TIME FOR EVENT ENDING –**

1:00 am for Friday, Saturday, and Sunday Rental

9:00 pm for Monday thru Thursday Rental

3:00 pm for a 6 hour DAY Rental

Fees apply for events lasting longer than 1:00 am. See Building Rental Policy.

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

**Wi-Fi – AVAILABLE -** Password is posted in glass case in Entry Foyer.