

ABINGDON RURITAN CLUB ~ FESTIVAL AREA / GROUNDS LESSEE AGREEMENT

This AGREEMENT is entered into by and between the ARC, Inc. (Lessor) and:

Name of Lessee: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone Number (W): _____ (H): _____

E-Mail address: _____

Point of Contact if Other Than Lessee: _____

Phone Number (W): _____ (H): _____

Date of Function: _____ | _____ Type of Function: _____
Day of Week | Day |Mo |Yr.

SECURITY DEPOSIT: \$300.00/day: \$ _____ . _____
FESTIVAL AREA/GROUNDS RENT: \$ _____ . _____
SET UP FEE: \$ _____ . _____
MISC FEES: \$ _____ . _____
from form 14c
TOTAL: \$ _____ . _____

ATTENTION:

The ARC Has Been Declared a Non-Smoking Facility.

ALL FUNCTIONS MUST END BY 10:00 P.M.

The Lessee will provide a Certificate of Liability Insurance showing a minimum Liability Insurance of Five Hundred Thousand Dollars (\$500,000.00) listing ARC as additional insured, if required.

For an individual Lessee, this coverage can be an extension of their Home Owners' Insurance Policy, or Special Event Policy in accordance with The ARC Rental Policy. If a Special Event Policy is obtained, the ARC will be added as an additional insured. The Certificate of Insurance in the **Name of the Lessee only** must be provided to the ARC 10 days prior to the event.

For Commercial or Non-Profit, the Lessee will list the ARC as an additional Insured on their policy. The Certificate of Insurance is to be provided to the ARC 10 days prior to the event.

If alcohol is to be served, a Virginia Alcoholic Beverage Control License in the **Name of the Lessee Only** must be provided to the ARC 10 days prior to the event. In addition, Lessee is required to provide proof of liquor liability insurance for the event.

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Lessee agrees to be responsible for any and all damages to the premises and to fully and completely indemnify lessor in the event of such damages.

Lessee agrees not to sublet the premises of any part thereof, or make any alterations, additions, or improvements to the premises or permit any activities of a hazardous nature.

Lessee acknowledges receipt of a copy of ARC Festival Area/Grounds policy, which are hereby incorporated. A violation of any of such rules shall constitute a default by lessee. Such default shall constitute grounds for immediate cancellation of this agreement by lessor.

A Signed Agreement with a Three Hundred Dollar (\$300.00) security deposit is to be obtained for each booking. The rental fee will be paid in full at least 60 days prior to the scheduled event. The Security Deposit will be refunded within 10 working days after the event provided the building and grounds are left in the same condition as received, less normal wear and tear.

Cancellations: The Security Deposit will be returned for cancellations if ARC is notified in writing 60 days prior to the rental. The post mark of the envelope or the e-mail date will determine the date sent. No refunds of any kind will be given for cancellations within 60 days of the event date.

Checks are to be made payable to the Abingdon Ruritan Club. The ARC reserves the right to cancel this Agreement with just cause with written notice.

For Lessee:

For Abingdon Ruritan Club:

Print Name: _____

Print Name: _____

Signature: _____
Authorized Representative

Signature: _____
Authorized Representative

Date: _____

Date: _____

Approved by the Board of Directors September 2018