

## ABINGDON RURITAN CLUB COVER LETTER FOR LESSEE RENTAL AGREEMENT

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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 13b Covid-19 Addendum
- 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 <https://www.abc.virginia.gov/>
- 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. **ATTENTION:** No one at the Abingdon Ruritan Club is fluent in Spanish. If you don't speak or understand English, you'll need someone to translate for you. *ATENCIÓN: Nadie en el Abingdon Ruritan Club habla español con fluidez. Si no hablas o no entiendes inglés, necesitarás a alguien que te traduzca.* 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: Your Rental Payment must be paid 60 days prior to your event; the Due Dates must be strictly followed. Failure to do so will result in forfeiture of your Security Deposit and loss of your reserved date.**

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