

## ABINGDON RURITAN CLUB ~ BUILDING RENTAL POLICY

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1. All activities inside and outside the facility will be limited to those legal activities deemed appropriate by the Abingdon Ruritan Club.
2. The Lessee **WILL NOT** park vehicles in front of any emergency exit door or the roll up door at the rear of the building.
3. The Lessee **WILL NOT** allow the use any SMOKE/FOG machine, or any pyrotechnic devices during their function, as the use of these items **WILL** activate the building fire alarm system.
4. The Lessee **WILL**, if notified by the ARC Duty Manager that there is a fire, (fire alarm sounding, strobe lights flashing) assist in moving all guests to the grassy areas away from the building to allow Emergency vehicles access to the building.
5. Virginia ABC Regulations state that **NO ONE** under the age of 21 years old may consume alcoholic beverages. **The Lessee agrees to enforce all ABC Regulations**. If it is found that these regulations are being violated, your function could be terminated and the sheriff's office called. Please be very stern with underage drinking and excessive drinking by all ages. Provide designated drivers as necessary. The person(s) renting the facility are responsible for obtaining all applicable permits and paying any required fees. Failure to obtain a Banquet License will result in **No Alcoholic Beverages** permitted at the event. An application is available at any ABC Store or online at <https://www.abc.virginia.gov/> **All alcoholic beverages must be consumed INSIDE the building. The ABC License along with a rider on your Insurance Policy that you are serving alcohol at this function is to be turned in to the ARC 10 days prior to the event.**
6. A minimum-Security Deposit of Six Hundred Dollar (\$600.00) will be required upon signing the Rental Agreement. The Security Deposit will reserve your event date and must accompany the Rental Agreement fully executed by the Authorized Representative.

**Please See The Event Schedule (ARC Form 13c) for Due Dates & Additional Time Lines.**

7. The Security Deposit will be returned within 10 business days after the rental providing no damage has occurred. A letter sent with the returned Security Deposit will detail any damages or deductions.
8. Although a Security Deposit is required, the Lessee agrees to be responsible for the full extent of damage to the facility and any costs involved with securing these expenses.
9. The Security Deposit will be returned for cancellations if the ARC is notified in writing 60 days prior to the rental. The postal mark on the envelope will determine the date sent.
10. Rentals are **NOT Transferable** without written notice to the Officers and Board of Directors for their approval. Said Board Approval will be filed with the Application and signed/dated by the Building Manager.
11. **Absolutely no decorations will be hung from the ceiling, attached or in any way be fixed to the walls, light fixtures, or ceiling of the facility except for the hooks that are currently located at each corner of the dance floor.**

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12. The building may be rented from 8:00 a.m. on the day of the event finishing at 12:00 midnight. A one (1) hour grace period is given after 12:00 midnight for the entertainment and caterer to remove equipment, trash removal, and the ARC tables to be setup according to the floor plan furnished with the rental agreement. A fee of \$150.00 per hour will be charged after 1 a.m.
13. Functions for a six (6) hour period, Monday – Thursday, MUST end by 3:00 p.m.
14. In the event of inappropriate activities or behavior, the Duty Manager has the right to immediately terminate the rental. The Duty Manager will file an ARC Incident Report Form 11 upon termination of the rental.
15. The Gloucester County Codes Compliance Office has set the capacity of the building to not to exceed 300 - 350 persons for dances and a maximum of 466 for meetings (stadium style seating).
16. The Building Manager or his assistant will hold verbal confirmation of event dates for two (2) weeks. The Building Manager will approve applications for the use of the Club. Event approval will be confirmed within 48 hours upon receipt of the duly authorized signed Agreement, Security Deposit and all other required forms.
17. Absolutely No Vehicles will be allowed in the Club without prior written approval from the Officers and Board of Directors of the ARC duly signed and dated by the Building Manager.
18. The Lessee is responsible for removal of all refuse from the facility at the end of the event. The Abingdon Ruritan Club will provide trash cans and liners. All bagged trash will be placed in the dumpster provided by the ARC.
19. For weddings, only birdseed (no rice) may be thrown at the wedding party. The birdseed will only be utilized outside the building. Bubbles or sparklers are permitted outside the building only.
20. There will be a charge of Six Hundred Dollars (\$600.00) for decorating, set-ups and wedding rehearsals the day BEFORE an event. The set-up will be any four (4) hours between 10:00 a.m. and 9:00 p.m. If setup exceeds four (4) hours, a fee of \$150.00 per hour will be charged to the Lessee for any time over the four-hour timeframe, Calculations for over time will be calculated in 15-minute increments. The set-up time **WILL NOT EXCEED** six (6) hours. Alcoholic beverages will not be consumed during this period unless a separate ABC License for that day secured by the Lessee is on-site as well as the Lessee personal insurance certification required within the contract documents.
21. Liability - The ARC will not assume responsibility for ANY items left in the building. Your event Liability Insurance required under the Lessee Rental Agreement will cover liability. Lost, misplaced or other items left over 10 days will become property of the ARC and will be disposed of accordingly.
22. There is a time limit of one (1) hour after completion of the event for the band and their equipment to be removed from the premises. A fee of \$150.00 per hour will be charged after 1 a.m.
23. The ARC Floor Plan (Form 1b) - Lessee Contract Exhibit is to be attached to the Agreement and the Ballroom is to be returned to the setup shown on the ARC Floor Plan.

Approved by the Board of Directors August 2014