

ABINGDON RURITAN CLUB ~ LESSEE BUILDING RENTAL 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 or C): _____

Email address: _____

Point of Contact if Other Than Lessee _____

Date of Function: _____ / _____ Type of Function: _____
Day of Wk. /Date MM/DD/YYYY

SECURITY DEPOSIT	\$600.00
BUILDING RENT	\$ _____ .00
SET UP FEE	\$ _____ .00
MISC FEES	\$ _____ .00
	<small>From Form 13c</small>
TOTAL	\$ _____ .00

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.

The ARC is a **SMOKE AND TOBACCO FREE FACILITY**.

This Includes **ALL ELECTRONIC SMOKING/VAPING DEVICES**.

NO OPEN FLAME CANDLES will be allowed during a rental.

NO SMOKE/FOG MACHINES will be allowed during a rental.

NO PYROTECHNIC devices (FIREWORKS) of any kind will be allowed during a rental.

The Lessee is aware that the above items will cause the Fire Alarm System to activate and cause an emergency response by the fire department. The function **WILL STOP IMMEDIATELY** and the building **WILL BE EVACUATED**. Your function will be terminated and your deposit will be forfeited.

ALL FUNCTIONS MUST BE ENDED BY 12:00 MIDNIGHT.

Functions for a six (6) hour period MUST end by 3:00pm

It is the responsibility of the Lessee to supervise all children during your event.

A one (1) hour grace period for clean-up is given, after that an extra charge of \$150.00 for each one-hour

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period or portion thereof will be deducted from the Security Deposit.

The Lessee will provide a Certificate of Liability Insurance in the **Name of the Lessee Only** showing a minimum limit of Liability Insurance of Five Hundred Thousand Dollars (\$500,000.00) listing the ARC as additional insured, if required. The Certificate of Liability Insurance must 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 Lessee Only** must be provided to the ARC 10 days prior to the event. In addition, Lessee is required to provide to the ARC proof of liquor liability insurance for the event.

Lessee agrees to neither sublet the premises or any part thereof, nor make any alterations, additions or improvements to the premises, either inside or outside, not permit activities of a hazardous nature without the written consent of the Officers and Board of Directors duly signed by the ARC Secretary.

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. Children **MUST** be supervised at all time at your event.

Lessee acknowledges a copy of the rules for the rental of the ARC which are incorporated herein by attachment titled ARC Building Rental Policy Form 13a. 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 Six Hundred Dollar (\$600.00) Security Deposit is to be obtained for each booking. If the Lessee cancels rental prior to 90 days of the event date, the Security Deposit will be returned. Notice of cancellation for the event must be submitted in writing and the post mark will serve as the date of notice given. No refunds of any kind will be given for cancellations within 60 days of the event date.

The Security Deposit will be refunded within 10 working days after the event providing the building and grounds are left in the same condition as received, less normal wear to the building.

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

For Lessee:

For Abingdon Ruritan Club:

Print Name: _____

Print Name: _____

Signature: _____

Signature: _____

Authorized Representative

Authorized Representative

Date: _____

Date: _____

Adopted by the Board of Directors August 2014