

**ABINGDON RURITAN CLUB ~ BUILDING RENTAL CONTRACT**

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This AGREEMENT is entered into by and between the Abingdon Ruritan Club (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
TOTAL	\$	.00

We are pleased that you will be using our club to host your event. It is our desire to make sure we provide an environment that is comfortable, enjoyable, and safe for you and your guests. The following are some reminders that will help us ensure that your event goes smoothly.

1. PLEASE NOTE:

- a. **All Due Dates must be strictly followed. The Rental Fee must be paid 60 days prior to your event. Failure to do so will result in forfeiture of your Security Deposit and loss of your reserved date.**
- b. **The Abingdon Ruritan Club is a SMOKE, TOBACCO, and ELECTRONIC SMOKING/VAPING DEVICES FREE FACILITY.**

2. A Banquet Room event is limited to 350 persons.

3. If you have questions regarding this contract or rental of our facility, please contact our Rental Assistant at 804-642-9021 or email [rental@abingdonruritanclub.hrcoxmail.com](mailto:rental@abingdonruritanclub.hrcoxmail.com)

4. An ARC member(s) will be assigned as Duty Manager(s) for your event. Duty Manager(s) will be on hand during your event to assist with any questions or concerns you may have.

5. FEE SCHEDULE:

- a. A Security Deposit of Six Hundred Dollars (\$600.00) will be required upon signing the Rental Contract.

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- 1) This will reserve your event date when the Rental Contract is delivered to the Rental Assistant.
  - 2) The Security Deposit will be returned if the event is cancelled within 60 days prior to the rental. The postmark on your envelope or email date will be used to determine that you notified us prior to the 60 days.
  - 3) The Security Deposit will be returned within 10 business days after the rental providing no damage to the facility has occurred.
  - 4) If damages have occurred, a letter will be provided to you detailing the damage and cost. The LESSEE agrees to be responsible for the full extent of damage to the facility and reimbursement to the ARC for any and all expenses.
- b. The time for an all-day rental is 8:00 a.m. to 12:00 midnight. The rental fee is Twelve Hundred Dollars (\$1200.00). The building must be returned to its pre-rental condition by 12:00 midnight. Your Security Deposit will be forfeited if you do not comply with the requirement to finish your event by midnight.
- c. You may rent the building for a four (4) hour period the day before your event to set-up and or decorate if there is no rental for that day. There will be a charge of Six Hundred Dollars (\$600.00) for decorating, set-ups and wedding rehearsals the day BEFORE an event. This set-up will be any four (4) hours starting no earlier than 10:00 a.m. and ending no later than 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. Setup will NOT exceed six (6) hours. Alcoholic beverages will not be consumed during this period unless the Lessee has obtained a Virginia ABC License for the set-up date
- d. A daytime rental, Monday through Thursday of six (6) hours from 8:00 a.m. to 3:00 p.m. is available for Five Hundred Dollars (\$500.00). If the event exceeds six (6) hours there will be an extra fee of One Hundred Fifty Dollars (\$150.00) for each partial hour.
- e. All entertainment equipment, catering equipment, and trash must be removed. The ARC kitchen equipment, if used must be cleaned and the kitchen floor must be mopped. The ARC tables and chairs must be returned to the position shown on the ARC floor plan, see Attachment (2).
- f. Checks are to be made payable to the Abingdon Ruritan Club. The ARC reserves the right to cancel this Agreement with just cause. A written notice will be provided to the renter in

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this case.

6. The Lessee is responsible and agrees to enforce all Virginia Alcoholic Beverage Control (ABC) Regulations.
  - a. NO ONE UNDER THE AGE OF 21 YEARS OLD MAY CONSUME ALCOHOLIC BEVERAGES.
  - b. No alcoholic beverages may be taken or consumed outside the ARC Building.
  - c. Exercise caution regarding excessive drinking and provide designated drivers as necessary.
  - d. The Lessee must obtain all applicable permits, licenses and insurances and provide them to the ARC ten (10) days prior to the event.
  - e. Failure to obtain an ABC Banquet License and/or proof of applicable Insurance Policy or Rider on the Lessee's Insurance Policy will result in NO ALCOHOLIC BEVERAGES permitted at the event.
  - f. Virginia ABC License applications are available at any ABC Store or online at:  
<https://www.abc.virginia.gov/licenses>
7. In addition to a signed and approved contract the following is required to be sent to the ARC prior to the event:
  - a. The full event rental payment Sixty (60) days prior to the event.
  - b. Certification of Liability Insurance in the NAME of the LESSEE ONLY Ten (10) days prior to the event. There shall be a minimum limit of Liability Insurance of Five Hundred Thousand Dollars (\$500,000.00) per occurrence listing the ARC as additional insured.
  - c. A completed Event Schedule for the Building, Attachment one (1), ten (10) days prior to the event.
8. A proposed rental date may be verbally reserved for two weeks by contacting the Rental Assistant. A Rental Contract and Security Deposit must be received to confirm the date.
9. In the event of inappropriate activities or behavior, the Duty Manager(s) has the right to immediately terminate the event. The duty Manager(s) may call the Sheriff's Office as needed.
10. In case of FIRE, the fire alarm system (fire alarm sounding, strobe lights flashing) will activate and cause an emergency response by the fire department. If this occurs, your event **WILL STOP IMMEDIATELY**, and the building **WILL BE EVACUATED**. The Duty Manager(s) with assistance from the Lessee will move all the guests from the building to the grassy areas allowing Emergency personnel access to the building.
11. The Lessee is responsible for and abides by all the following.

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- a. NO OPEN FLAME CANDLES, NO SMOKE/FOG MACHINES and /or NO PYROTECHNIC devices (FIREWORKS) of any kind will be allowed during a rental. Use of these items may cause the Fire Alarm System to activate and cause an emergency response by the Fire Department. If this occurs your event WILL STOP IMMEDIATELY, and the building WILL BE EVACUATED. Your event will be terminated, and your security deposit will be forfeited.
- b. Gloucester County has a noise ordinance prohibiting sounds plainly audible at a distance of fifty (50) feet from the building after 10:00 p.m. In the event excessive noise occurs the Duty Manager(s) will notify the Lessee. If the noise is not suitably reduced, or the Sheriff's Office has responded, the Duty Manager(s) may terminate the event, and the security deposit will be forfeited.
- c. Absolutely **NO VEHICLES** or equipment with an internal combustion engine will be permitted inside the building.
- d. No vehicles may be parked in front of any emergency exit door at any time or block access to the trash dumpster during the day Monday through Friday.
- e. Lessee is responsible to ensure all children are supervised during your event.
- f. Lessee agrees to the following:
  - 1) You will not transfer or sublet the premises or any part thereof.
  - 2) You will not make any alterations, additions or improvements to the premises inside or outside.
  - 3) You are not permitted to have activities of a hazardous nature.
  - 4) You are responsible for any and all damages to the premises and to fully and completely compensate Lessor in the event of such damages.
  - 5) You will not hang any decorations from the ceiling, attach any to the walls, light fixtures, or ceiling except from the hooks that are currently located in the ceiling grid at the corners of the dance floor.
  - 6) You will ensure all areas of the kitchen are cleaned and left in the manner you found it including the floor, sinks, kitchen items, stove, refrigerator, and other amenities, if used.
  - 7) You will ensure all food in refrigerators, stoves, ovens, or food warmer are removed prior to your departure. You will notify the caterer of all rules dealing with the kitchen.

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- 8) You are responsible for removing all trash from the building at the end of your event and placing all bagged trash in the dumpster provided by the ARC. (Note. ARC will provide the trash cans and liners).
- 9) No later than Midnight, you will ensure all food, catering materials, entertainment equipment, and trash is removed from the building and that all tables and chairs are returned to the positions shown on the ARC floor plan. See Attachment 2
- 12. Lessee is allowed to use the kitchen to prepare food for the event. No propane equipment, gasoline equipment or deep fat fryers are allowed in the building or stairwell.
- 13. The following items are available from the Duty Manager(s) for an additional charge.
  - a. Chafing Dishes with heating elements \$16.00 each.
  - b. One coffee pot (100 cup) only, no coffee or filters \$10.00.
- 14. ARC equipment i.e. (pots, pans, chairs, and tables) will NOT be loaned out or removed from the building by anyone at any time for any reason.
- 15. The ARC will not assume responsibility for ANY items left in the building. Lost, misplaced or other items left over 10 days will become the property of ARC.

For Lessee:

For Abingdon Ruritan Club:

Print Name: \_\_\_\_\_

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Authorized Representative

Authorized Representative

Date: \_\_\_\_\_

Date: \_\_\_\_\_

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ATTACHMENT (1)  
Event Schedule

Send the Building Rental Payment to the ARC sixth (60) days prior to your event. The ABC License, Certificate of Insurance and Insurance Rider (if required) must be in the Name of the Lessee Only and needs to be received ten (10) days prior to the event. The ARC may be contacted at 804-642-9021.

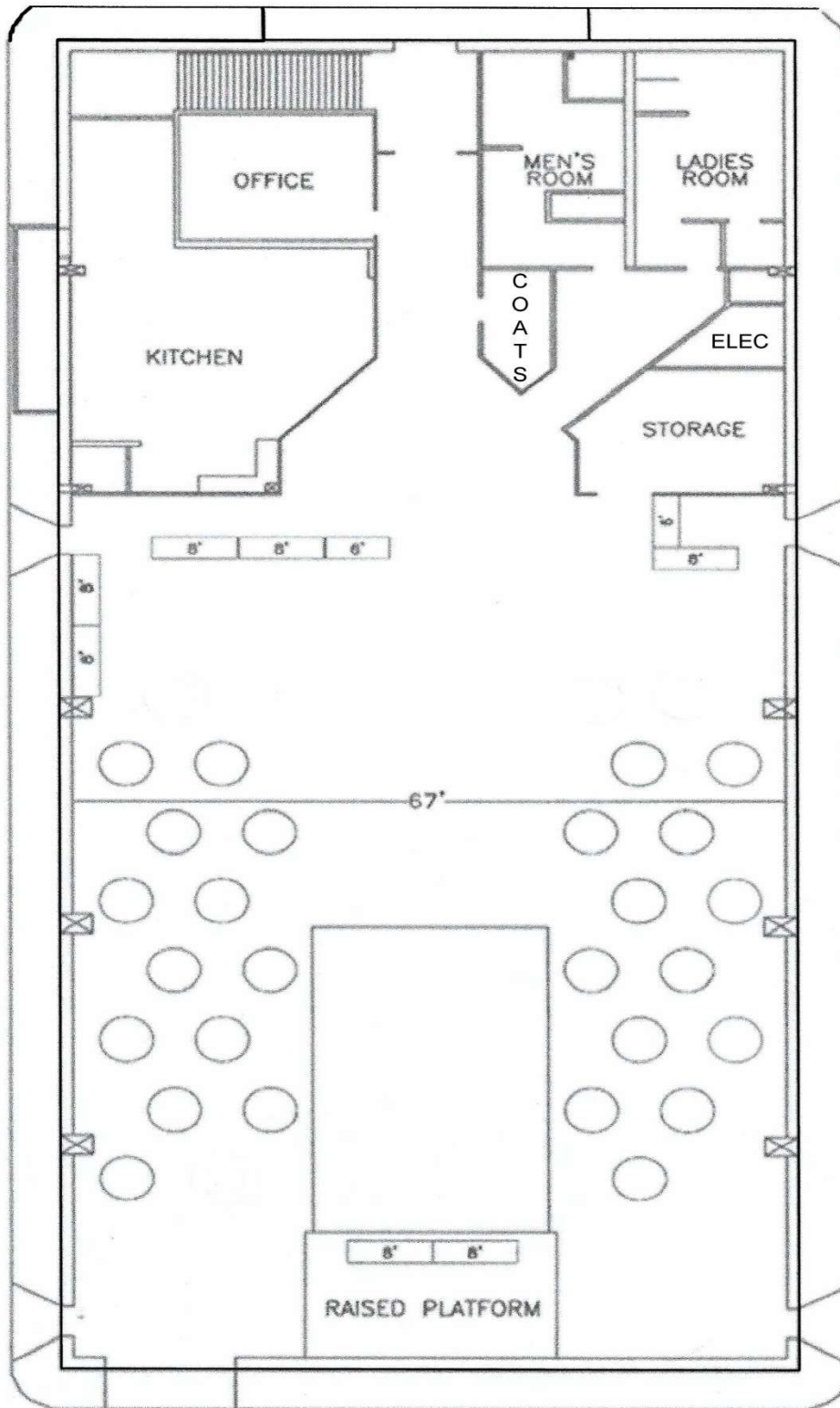
	Time	Date
1 Date of Event	_____	_____
2 Contract with Security Deposit sent to ARC	_____	_____
3 Time to Decorate Building	_____	_____
4 Schedule for Caterer to Access Building	_____	_____
Caterer's Name: _____		
Address: _____		
Telephone Number: _____		
5 Schedule for Flowers to be Delivered to Building	_____	_____
6 Schedule for Cake to be Delivered to Building	_____	_____
7 Time for Equipment/Band Setup	_____	_____
Contact Person: _____		
Address: _____		
Telephone Number: _____		
8 Expected Time to Start Function	_____	_____
9 Planned Time for Function Completion	_____	_____
10 Time of Any Other Delivery (Please use the back of this form for additional information)	_____	_____

**NOTE: The next items are due at different times. Please meet your deadlines in a timely manner.**

11 Send the Building Rental Payment to the ARC	60 days prior to event	_____
12 Send Insurance Certificate (co-insure ARC) in the <b>Name of the Lessee Only</b> to the ARC	10 days prior to event	_____
13 Send Event Schedule for Building to the ARC	10 days prior to event	_____
14 Send ABC License and Insurance Rider (if require) in the <b>Name of the Lessee Only</b> to the ARC	10 days prior to event	_____

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## ATTACHMENT (2) Floor Layout



26 5 foot round tables