



Moody's Event Center

4888 George Washington Memorial Highway, Gloucester, VA 23072
804-695-7811 · moodyseventcenter@yahoo.com

Building Rental Policy

1. All activities inside and outside the facility will be limited to those legal activities deemed appropriate by Moody's Event Center.
2. The 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 this regulation is being violated, your function could be terminated, and the sheriff's office called.** Please be very stern with excessive drinking and prohibit all underage drinking. Provide designated drivers as necessary. The person(s) renting the facility are responsible for obtaining all applicable permits and paying any required fees. An ABC License is held by MEC and there is a \$75.00 charge for BYOB or we can provide a cash bar. **All alcoholic beverages must be consumed inside the building. The ABC License along with a Certificate of Insurance showing liability of a minimum limit of Five Hundred Thousand Dollars (\$500,000.00) showing that you are serving alcohol at this function is to be turned in to the MEC 10 days prior to the event.**
3. A minimum Security Deposit of Three Hundred Dollar (\$300.00) 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. (MEC Event Schedule from due dates and additional time lines must accompany agreement).
4. 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.



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5. 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.
6. The Security Deposit will be returned for cancellations if MEC is notified in writing 60 days prior to the rental. The postal mark on the envelope will determine the date sent.
7. Rentals are NOT Transferable without written notice to the MEC owners.
8. Absolutely no decorations will be hung from the ceiling, attached or in any way be fixed to the walls or ceiling of the facility except for the hooks that are currently located at each corner of the dance floor **upon approval**.
9. The building may be rented from 8:00 a.m. to 1:00 a.m. on a Friday, Saturday or Sunday. The building may be rented on Monday through Thursday, for a 6-hour maximum only between 8 a.m. and 9 p.m. For an event exceeding the 6-hour maximum or ending after 9:00 p.m. a rental fee of **\$750.00** will apply. A one (1) hour grace period is given after 1:00 a.m. for the entertainment and caterer to remove equipment and the MEC tables to be setup according to the floor plan furnished with the rental agreement. A fee of \$90.00 per hour will be charged after the 2 a.m. cut off.
10. In the event of inappropriate activities or behavior, the Duty Manager has the right to immediately terminate the rental. He or she will file an MEC Incident Report Form upon termination of the rental applications for the use of the Center.