



Moody's Event Center

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

Lessee Agreement

This AGREEMENT is entered into by and between Moody's Event Center

Lessor Name: _____

Name of (Lessee): _____

Address: _____

City, State, Zip Code: _____

Phone Number (W): _____ (H): _____

Email address: _____

Point of Contact if Other Than Lessee: _____

Phone Number (W): _____ (H): _____

Date of Function: _____

Type of Function: _____

SECURITY DEPOSIT:

BUILDING RENT: \$ _____

SET UP FEE: \$ _____

MISC FEES: \$ _____

TOTAL: \$ _____

Moody's Event Center Has Been Declared a Non-Smoking Facility.

ALL FUNCTIONS MUST END BY 1:00A.M. A one (1) hour grace period for clean-up is given, after that an extra charge of \$25.00 for each one-hour period or portion thereof will be deducted from the Security Deposit. The Lessee will provide a Certificate of Liability Insurance showing a minimum limit of Liability Insurance of Five Hundred Thousand Dollars (\$500,000.00) listing MEC as additional insured, if required. For an individual Lessee, this coverage can be an extension of their Home Owners' Insurance Policy, or Special Event Policy in accordance with the MEC Building Rental Policy. If a Special Event Policy is, the MEC will be added as an additional insured. The Certificate of Insurance is to be provided to the MEC 10 days prior to the event. For Commercial or Non-Profit, the Lessee will list the MEC as an additional Insured on their policy. The Certificate of Insurance is to be provided to the MEC 10 days prior to the event. If alcohol is to be served, an ABC License in The Name of The Lessee Only is to be provided to the MEC 10 days prior to the event. If Lessee is charging for drinks, proof of liquor Liability Insurance is required. 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 Board of Officers and Directors duly signed by the MEC Owners. 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. Lessee acknowledges a copy of the rules for the rental of the MEC which are incorporated herein by attachment titled MEC Building Rental Policy Form. 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 \$300.00 Security Deposit is to be obtained for each booking. The rental fee will be paid in full at least 60 days prior to the scheduled event. **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 Moody's Event Center. Moody's Event Center reserves the right to cancel this Agreement with just cause with written notice.**

For Lessee: _____

Print Name: _____

Signature: _____

Date: _____

For Moody's Event Center: _____

Print Name: _____

Signature: _____

Date: _____