



Moody's Event Center
 4888 George Washington Mem. Hwy.
 Hayes, VA 23072
 P: (804) 695-7811
 www.moodyseventcenters.com

MOODY'S EVENT CENTER FACILITY USE AGREEMENT

This AGREEMENT for the rental of **Moody's Event Center** located at **4888 George Washington Memorial Highway, Hayes, VA 23072** is made on this day, _____, 20 ____, by and between Moody's Event Center LLC and _____ (Renter) who desires to temporarily rent, occupy, and make use of the owner's venue.

RENTER INFORMATION

Full Name:		
Vendor/Group Name (Optional):		
Mailing Address:		
Phone Number:	(H):	(W):
Email Address:		
Date of Event:		
Type of Event:		
SECURITY DEPOSIT: \$300.00/day	BUILDING RENT: \$	
CLEAN UP FEE:	\$	
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 will be given to collect or breakdown personal items (non-related to MEC) after your event. Any additional time after that an extra charge of \$25.00 for each one-hour period or portion thereof will be deducted from the Security Deposit.

INSURANCE: The Renter 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 Renter, 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 Renter 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.

ABC Licensing. If alcohol is to be served, an ABC License in The Name of The Renter Only at the cost of \$75 is to be provided to MEC 10 days prior to the event. If Renter is charging for drinks, proof of liquor Liability Insurance is required. You can use the open bar associated with MEC at no additional cost.

Kitchen Use. The kitchen is for the use of commercial kitchen equipment and refrigeration. The renter must provide all utensils, plates, napkins, and cups. MEC has table cloths, drink dispensers, chafer pans, sternos, dispensers, pots, and pans for rent if needed. The kitchen MUST be put back into its original condition or a fee will be charged.

There is to be nothing hung on the walls or ceilings of the building.

Renter 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. Renter 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. Renter 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 Renter. 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. If the Renter 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 postmark 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.**

OWNER

RENTER

_____ (Print Name)

_____ (Print Name)

_____ (Signature)

_____ (Signature)

_____ (Date)

_____ (Date)

Mailing Address:
P.O. Box 447
Gloucester, VA 23061

Revised 01/2020



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