

Thank you for your interest in renting the Piankatank Ruritan Club. Enclosed you will find a contract, rules for your use of the building, and an ABC banquet application web link. The contract and the building rules should be read in their entirety. If you have questions, call (804)-725-3109. Please note, in particular, the liability insurance information clause of the contract (17). After you have completed the contract, return it with your security deposit to:

Piankatank Ruritan Club
P. O. Box 11
Hudgins, Virginia 23076

After ensuring the contract is complete, we will return a signed copy for your records. You may keep the building information for later use. The rental fee is due to the Piankatank Ruritan club at the above address **Four (4) weeks** prior to the event: the ABC license (if needed) is due **Four (4) weeks** prior to the event. The building manger will contact you regarding any last minute details.

We appreciate your interest in our facility, we are happy to assist you in making your event a successful one.

Sincerely,

Building manager

Reminders:

Signed and initialed contract	due with the security deposit
Rental payment	due 4 weeks prior to event
ABC license	due 4 weeks prior to event

Rental Rules

Information regarding your use of the Piankatank Ruritan building.

1. Activities in the facility will be limited to those legal activities deemed appropriate by the club.
2. ABC regulations state that anyone under the age of 21 years old **cannot legally** consume alcoholic beverages. As the lessee of the Piankatank Ruritan building, **YOU** are responsible for enforcing the legal drinking age. The person(s) renting the facility are responsible for getting all applicable permits and paying any required fees. An ABC banquet license is required if alcohol, for sale or not, is to be consumed in the building. Failure to get a banquet license will result in **no alcoholic beverages** permitted in the building. An application is available at www.abc.virginia.gov/ebanquet/public/welcome.do All alcoholic beverages must be consumed inside the building.
3. The building manager will hold verbal confirmation of event dates for (2) weeks). **A minimum security deposit of \$200.00** is required to reserve your event date. The security deposit and completed contract should be forwarded to the Piankatank Ruritan club within 2 weeks of initial phone confirmation. Event approval will be confirmed within 72 hours of receipt of security deposit and executed contract by returning to you the signed contract.
4. The security deposit will be returned within 10 days after rental, providing no additional cleaning or damage occurred. If a deposit is not refunded in full, a letter will be sent with the check itemizing the charges deducted for cleaning and/or damage repair costs. The lessee is responsible for any additional costs of cleaning and or damage repairs over and above the deposit.
5. The security deposit will be returned for cancellations if the club is notified in writing 60 days prior to rental. The postal mark on the envelope will determine the date sent. Security Deposit will be retained for cancellations less than 60 days prior to event.
6. Rentals will **not** be transferred to other individuals or organizations without written notice to the building manger.
7. Absolutely **no** decorations will be hung, attached or in any way be fixed to the walls or ceiling of the facility, special hooks will be provided by the club to hang items on the wall's picture rail. **Do not nail, tack or tape any items to the walls.**
8. A phone for **local use only** will be provided. Long distance calls will be by credit card or by reverse charge only.

9. **Rent in full is due four (4) weeks prior to the event. All ABC banquet licenses and other attachments are due four (4) weeks prior to the event.** The Piankatank Ruritan club will staple the licenses, insurance statement and other forms to your contract for permanent retention.
10. In the event of inappropriate activities or behavior, the club manager has the right to immediately terminate the rental (event) without refund.
11. The recommended capacity of the building is 250.
12. The lessee is responsible for removal of all trash from the facility at the end of the event. The Ruritan club will provide trash cans and liners. All bagged trash is to be placed in the dumpster provided by the Ruritan club. The lessee will also be responsible for picking up any trash that is outside the building and in the parking lot.
13. For weddings, only bird seed **no rice** maybe thrown at the wedding party and only outside the building. Bubbles or sparklers are permitted **outside** the building only. No confetti and or glitter is allowed in the building.
14. If anything is spilled on the floor during any event, please clean up the spill immediately. Once the event is over please re-mop the same area to prevent any future floor issues.
15. Special \$200.00 “non-prime time” rentals are available (Monday through Thursday) 7:00am to 9:00 pm for meetings, lunches, etc. This special is for any **eight (8) hour** period during the available hours. This special event is for limited seating of not over 100 guests, if the rental goes past 9:00 pm, is larger than 100 guests or last longer than 8 hours, the \$275.00 rental fee will be charged
16. If additional time is required for decorating, set up or wedding rehearsals the night or day before an event, there will be a charge of \$50.00. The early day fee must be arranged at time of reservation. Alcoholic beverages shall not be consumed during setup without an ABC license for that day.
17. Liability clarification of rental contract clause: **The Piankatank Ruritan Club’s liability insurance does not cover rental events, event participants, or attendees whether invited or not.** Lessees are responsible for ensuring their sponsoring organization or homeowners policy covers each rental event and their patrons. The club will not assume responsibility for any items left in the building. Lost, misplaced or other items left over 10 days will become property of the club and sold.

18. Lessees will be allowed to use the kitchen to warm up food for any function however the grill and the deep fat fryer are not for use. Cleanup of the kitchen, stoves, other items used and the general kitchen area and floor is a requirement of the lessee. Please make sure no food is left in the ovens and all cooking appliances have been turned off before closing the building after your event. **(Please notify your caterer about rules)**. A clean up fee will be assessed if the building manager determines that the area was not properly maintained and cleaned

19. Ruritan supplies are not included as part of your lease, i.e. Cups, napkins, plates, plastic utensils, and other club supplies. If the building manager determines that club supplies have been used, the lessee will be charged for those items. Ruritan Club equipment i.e. pots, pans, knives, chairs, and tables will **not** be loaned out or removed from the club building by anyone.

20. At time of key pick up, there will be a separate form to be signed for an automated external defibrillator (AED) device located on the front wall next to the light switches. This form will be signed by building manager and lessee at both times of key pick up and again when inspection of the building cleanup is completed. **This is to assure the seal hasn't been broken.**

21. Lessee is to make sure all interior lights within the lessee's rental area and all cooking appliances (if applicable) have been turned off before closing their event.

Piankatank Ruritan Club Rental Agreement

This agreement is entered into between the Piankatank Ruritan Club (**lessor**) and: name of the organization or arranger (**lessee**) _____

Address _____

Phone numbers: (w) _____ (h) _____ name of contact _____

Date of function _____ type of function _____

Security deposit: \$200/day, Rental Rate _____

Early entry fee \$75 _____

Late check out fee \$75 _____

Due now \$ _____

Due 4 weeks prior to event \$ _____

The Piankatank Ruritan Club has been declared a non-smoking facility

The lessee will provide their own liability insurance, the Piankatank Ruritan Club's liability insurance does not cover rental events, participants, or attendees whether invited or not. Lessees are responsible for ensuring the sponsoring organization or individual's homeowner policy covers each rental event and their patrons. By signing this agreement you agree to indemnify the lessor from all costs, suits, and damages which may be incurred by or on behalf of patrons or guests in connection with your use of the Piankatank Ruritan Club. Initials _____

The ABC banquet license must be received by the lessor, at least four (4) weeks prior to the rental date. In the event of an accident either at our facility or off and it is determined that the use of alcohol attributed to that accident our insurance will not afford protection to you, your patrons, your guest or your attendees whether invited or not. By signing this agreement you agree to indemnify the lessor from all costs, suits, claims, and damages which may be incurred by or on behalf of patrons, guests or attendees whether invited or not in connection with your use of the Piankatank Ruritan Club.

Initials _____

Lessee agrees not to sublet the premises or any part thereof. Nor make any alterations, additions, or improvements to the premises. Activities of a hazardous nature, either inside or outside will not be allowed.

Initials _____

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. **Initials** _____

Lessee acknowledge receipt of a copy of the rules for the rental of the Piankatank Ruritan Club building, which are incorporated herein by enclosure (**1**). A violation of any such rules shall constitute default by lessee. Such default shall constitute grounds for immediate cancellation of this agreement **AND THE EVENT** by lessor. **Initials** _____

A signed contract with a \$200.00 security deposit shall be obtained for each booking.

The security deposit will be forfeited if booking is canceled by the lessee within 60 days prior to the event date. **The rental fee shall be paid in full at least 4 weeks prior to the event date,** the rental fee will be forfeited for last minute cancellations, however the security deposit will be returned. The security deposit will be refunded within 10 working days after the event providing the building and grounds are left in the same conditions as received. See item (4). Initials _____

Make checks payable to the **Piankatank Ruritan Club**. The Piankatank Ruritan reserves the right to cancel this contract with just cause within a 48-hour notice.

Lessee _____ Piankatank Ruritan club
Print name _____ print name _____
Signature _____ signature _____
Date _____ Date _____

HOW DID YOU LEARN ABOUT THE PIANKATANK RURITAN CLUB RENTAL?

CHECK ONE PLEASE.

- WWW.PIANKATANKRURITANCLUB.COM
- NEWSPAPER AD
- FYI MATHEWS AD
- WORD OF MOUTH
- OTHER _____

Please sign and return w/deposit Piankatank Ruritan Club
P. O. Box 11
Hudgins, Virginia 23076
7138 Buckley Hall Road

Automated External Defibrillator (AED) device at the Piankatank Ruritan Club

The Piankatank Ruritan Club has an **AED device** available for emergencies. The **AED** is located in the **white** beside the front door. The **lessee** will be responsible for the AED during their event. The seal installed on the box will indicate if the **AED** box has been opened. We will inspect the AED box before with the renter and after the event to confirm that the **AED has not been tampered with**. If the seal of the AED box was broken from the time of the pre-event inspection with the lessee and after the event by the club manager, then the lessee will be responsible for paying to have the AED re-certified. This device is meant to save lives and we hope no one tampers with it. So please inform members of your group that the AED is there if needed. The AED is easy to use. Simply following the instructions included with the device. Before operating the AED **CALL 911**, once the rescue squad arrives they will take over.

Before event inspection date _____

Lessee print name _____ building manager _____

Lessee sign name _____ building manger _____

After event inspection date _____

Lessee print name _____ building manger _____

Lessee sign name _____ building manager _____

Piankatank Ruritan Club

2019 rental rates

\$200.00 deposit (refundable) if all requirements are met.

\$425.00 all day on Friday, Saturday, or Sunday

\$275 All day Monday-Thursday (more than 8hrs or >100 people)

SPECIAL \$225.00 Monday through Thursday (8hr rental less than 100 people between 7am and 9pm). This special is for any **eight (8) hour** period between 7am and 9pm and not over 100 guests, if the rental goes past 9:00 pm, is larger than 100 guests or last longer than 8 hours, the \$275.00 rental fee will be charged.

\$75.00 early access fee: Example; if you rent the club on Saturday and you would need extra time to set up you can pay an additional \$75.00 and have Friday to come in early. **This is provided that no one has rented the club that day.** To assure you have the early check-in, you must book it the day you book your event.

\$75.00 late check out fee: This gives you until 9pm the day after your event to clean up and return the key. For example, you rent the building on a Saturday you can pay an additional \$75.00 for late check-out. You have until 9 pm the next day to clean-up, check out and return key. **This is provided that no one has rented the club that day.** To assure you have the late check-out, you must book it the day you book your event.

Key pick up for building will be coordinated with the building manager. In most cases it will be available for pickup after 5 pm the day before the rental. If you paid for early access, the key will be available for pickup after 5pm on the day before your early access date. You are not allowed to enter the building until the day of your rental.

Building key return will be coordinated with building manager. Building must be cleaned-up, checked out, and key returned no later than 6 am the following morning.