

## RURAL RETREAT DEPOT FOUNDATION

Location: 105 W. Railroad Ave., Rural Retreat, VA 24368

Mailing Address: P.O. Box 843, Rural Retreat, VA 24368 \* 276-620-2572 \* [mikedcole@yahoo.com](mailto:mikedcole@yahoo.com)

### RURAL RETREAT DEPOT RENTAL AGREEMENT

Anyone wishing to reserve The Rural Retreat Depot for a private function must sign this agreement and pay a two hundred fifty-dollar (\$250) rental fee at the time the room is reserved. Audio/Visual equipment is included in the fee. White tablecloths may be rented for a fee of \$50. Please submit a check made payable to **Rural Retreat Depot Foundation**. Renters may access the building no earlier than 8 AM on the day of rental. **The Rural Retreat Depot is an historic building that was restored at great expense. Please treat it with respect.**

Renter: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Address: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Date Requested: \_\_\_\_\_ From: \_\_\_\_\_ AM/PM To: \_\_\_\_\_ AM/PM

Number of Guests: \_\_\_\_\_ **persons for meals(60 max) or** \_\_\_\_\_ **for theatre(80 max).** Type of Function \_\_\_\_\_

I affirm by my initials:

- \_\_\_\_\_ I am fully responsible for any and all damages, breakages, missing items, during the time of my function.
- \_\_\_\_\_ It is my obligation to be **present at all times during the function**. I understand and agree that I am responsible for the actions of my guests while at the function as well as arriving to and departing from the function.
- \_\_\_\_\_ I may use a caterer, and if I do I am fully responsible for their actions in all respects as this agreement.
- \_\_\_\_\_ I understand and agree that the function will be held inside the Depot, the Memory Garden, and Trackside Patio only.
- \_\_\_\_\_ Alcoholic beverages are to be used in moderation and in compliance with state and local laws and under no circumstances are alcoholic beverages to be served to minors, or any person noticeably intoxicated.
- \_\_\_\_\_ No crepe paper, tape, staples, nails or other items may be attached to the walls, ceilings, doors, etc. Any questions concerning decorating ideas can be discussed with the Depot Manager **PRIOR** to your function.
- \_\_\_\_\_ **SMOKING AND ALL TOBACCO PRODUCTS ARE PROHIBITED ANYWHERE IN THE DEPOT, IN THE MEMORY GARDEN, AND ON THE TRACKSIDE PATIO. PLEASE DO NOT LEAVE CIGARETTE BUTTS ON THE PROPERTY.**
- \_\_\_\_\_ No firearms of any kind are permitted.
- \_\_\_\_\_ Animals or pets of any kind, excluding service animals, are not permitted in the Depot or on the Trackside Patio
- \_\_\_\_\_ Cancellation of my event within 7 (seven) days of the scheduled date will result in the forfeiture of my rental fee.
- \_\_\_\_\_ **I fully accept full responsibility for myself and my guests who attend this function. I am responsible for any damages, loss, or injury to persons or property occurring within the Depot. With respect to our family, licensees, or invitees, I agree to save and hold the Rural Retreat Depot Foundation harmless from any such liability in accordance with and subject to state law.**

1. The following conduct or actions are strictly prohibited by the Depot Foundation.

- a. Possession, use, sale or other distribution of any drug or other controlled substance, the use, possession, sale or other distribution of which is regulated by or prohibited by any applicable Law.
- b. Lewd or immoral conduct of any type, rowdiness, brawling or fighting, use of profane or abusive language, gambling.
- c. Playing musical instruments, radios, record players, tape decks, or other sound reproduction equipment at such a volume or in such manner that music or other noise generated thereby is audible at distances in excess of 100 feet from the Depot.
- d. Use of any candles or other open flames, due to the age and construction of the Depot
- e. Using the Depot in any manner that would violate any local, state, or federal laws or regulations.

2. Both the interior and exterior of the Depot are under video surveillance for security.

3. The Depot Manager may terminate the rental of the Depot at any time if, in the Depot Manager's judgment, activities occurring at the Depot violate, or, if permitted to continue to occur, are likely to violate any applicable Law or any of these Rules or endanger, or are likely to endanger, the person or property of any other person.

#### 4. CLEANING CHECKLIST FOR LEAVING THE DEPOT IN ACCEPTABLE CONDITION

- 1) Wipe off all tables and chairs
- 2) Remove all decorations.
- 3) **Place all litter in garbage bags AND REMOVE FROM THE PREMISE NO LATER THAN 10 PM, THE DAY OF THE EVENT.**

Renter Signature: \_\_\_\_\_ Date: \_\_\_\_\_