



# Rite Event Center

## EVENT APPLICATION and VENUE RENTAL AGREEMENT

### CONTACT INFORMATION

Name	Telephone	Email
Organization Name (If applicable)		

### REQUEST TIME AND DATE

Event Date(s):	Begin:	<input type="checkbox"/> AM <input type="checkbox"/> PM	End:	<input type="checkbox"/> AM <input type="checkbox"/> PM
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\*The venue will be available one hour before for decorating and one hour after for cleanup.

### EVENT DESCRIPTION

<input type="checkbox"/> Wedding	<input type="checkbox"/> Reception	<input type="checkbox"/> Shower	<input type="checkbox"/> Birthday/graduation
<input type="checkbox"/> Dance	<input type="checkbox"/> Dinner	<input type="checkbox"/> Meeting	
<input type="checkbox"/> Other:			
Number of attendees:			

### AREA(S) REQUESTED

Area	Rate	Capacity	Area	Rate	Capacity
<input type="checkbox"/> Tea Room	\$300	20	<input type="checkbox"/> Small Dining Room	\$300	46-60
<input type="checkbox"/> Rotunda	\$350	40	<input type="checkbox"/> Library	\$400	60-80
<input type="checkbox"/> Bar Room	\$400	60-80	<input type="checkbox"/> Conference Room	\$400	60-80
<input type="checkbox"/> Ballroom	\$1800	200-300	<input type="checkbox"/> Theater	\$1800	300
<input type="checkbox"/> Kitchen	\$50/day	10-20			

All rentals are for 4 hours unless otherwise noted.

Additional hours are charged at 25% of that rate per hr.

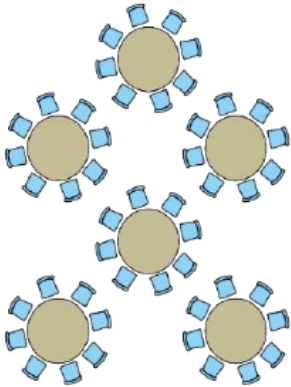
Scottish Rite Valley of Wheeling, 83 14<sup>th</sup> Street Wheeling, WV 26003  
 (304) 233-3747  
 WheelingScottishRite@gmail.com

# Event Application and Venue Rental Agreement

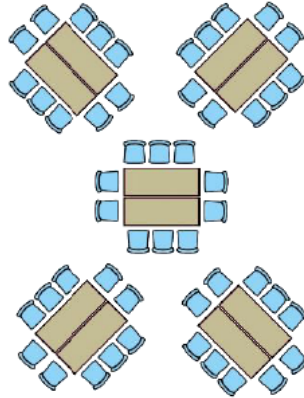
## SEATING PLAN

☐ In the Round
 ☐ Square
 ☐ Banquet
 ☐ U-Shape
 ☐ Conference

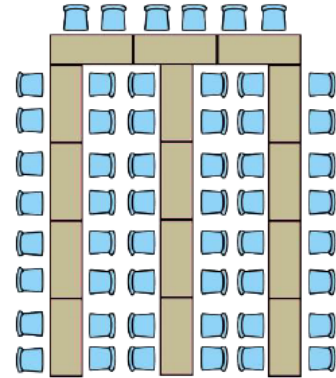
In the Round



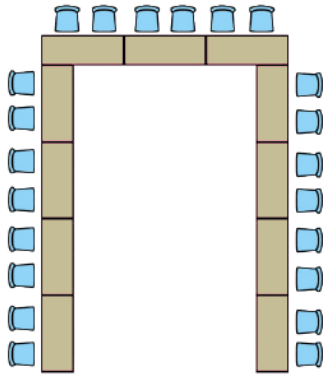
Square Style



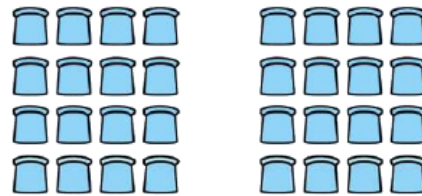
Banquet Style



U-Shape Style



Conference Style



Special Instructions (if more than one room selected):

## Event Application and Venue Rental Agreement

### ADDITIONAL AMENITIES

☐ Cash Bar - \$300      ☐ Open Bar -\$300 + \$8/guest\*      ☐ Rite Catering - \$20/guest\*\*

\*Open Bar: Two free drinks per guest, then cash.

\*\*Catering charge may vary according to menu options. If external caterer, \$50/day charge for use of kitchen.

\*\*\* WIFI is available in most areas at no extra charge.

### RENTAL FEES

☐ Fee for room(s) \_\_\_\_\_ X \_\_\_\_\_ days \_\_\_\_\_

☐ Cash Bar \$300 X \_\_\_\_\_ days \_\_\_\_\_

☐ Open bar \_\_\_\_\_ + \$300 X \_\_\_\_\_ days \_\_\_\_\_

☐ Catering - \$20/person \_\_\_\_\_ X \_\_\_\_\_ days \_\_\_\_\_

TOTAL \_\_\_\_\_

\*50% deposit due at signing. Full fee payable no later than 14 days prior to the event.

\*Reservations may be cancelled up to 30 days prior to the event. After that, fees paid are not refundable.

### RULES AND LIMITATIONS

- Food/beverages may be provided by the Renter.
- Alcohol may not be brought into the building or grounds. Any alcohol must be provided by the Scottish Rite.
- Either party may cancel this Agreement at any time up to 30 days prior to the Rental Period.
- At the end of the Rental Period, the Renter is responsible for cleaning the Venue, leaving it in the same condition as at the start of the Rental Period.
- Areas not being rented are off limits.
- Limited parking is provided in the east lot unless other arrangements are made (large events). Otherwise, parking is on the street.
- The Renter is REQUIRED to obtain, at their own expense, a Comprehensive General Liability Insurance Policy providing coverage for bodily injury, property damage, and contractual liability in the aggregate. A copy of the Renter's Homeowner's Insurance declaration page may be substituted for this requirement.
- The Renter shall be liable for any physical damages to the Venue and/or loss of reputation or business opportunities that the Scottish Rite may incur as a consequence of the actions by the Renter or any of the Renter's guests or attendees during the Rental Period. The Renter agrees to indemnify and hold harmless the Scottish Rite against any and all legal actions which may arise from the Renter's use of the Venue.
- This agreement shall be governed under the laws in the State of West Virginia.

Event Application and Venue Rental Agreement

This Event Application and Venue Rental Agreement constitutes an agreement between the Rite Event Center and the Renter. By signing below, you agree to the terms and condition, payments and all content of this Venue Rental Agreement.

Renter

Rite Event Center

Renter Signature

Date Signed

Authorized Representative

Date Signed