



Rite Event Center

EVENT APPLICATION and VENUE RENTAL AGREEMENT

CONTACT INFORMATION

Contact Date	Name	Organization Name (if applicable)	
Event Date(s)	Times	Telephone	Email

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:		

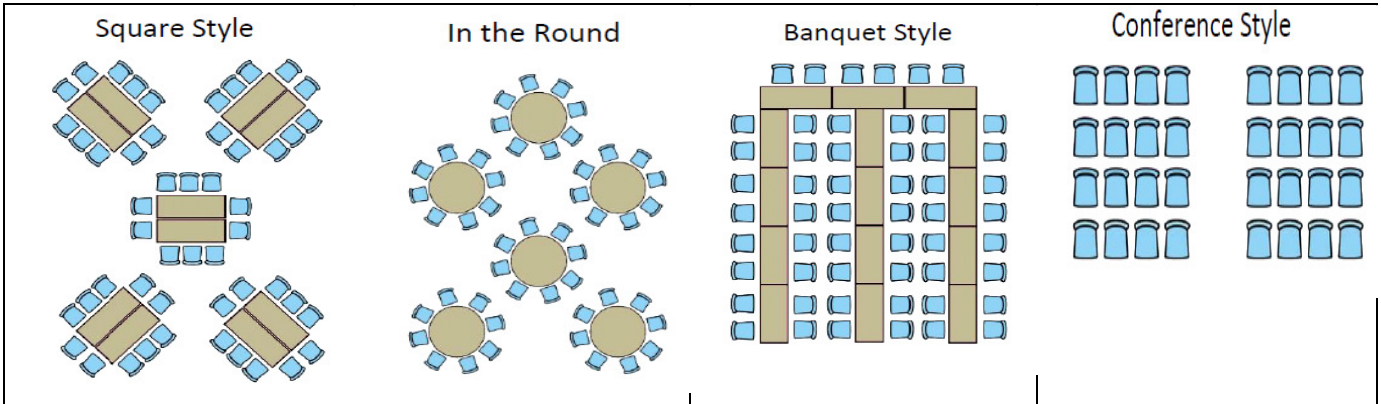
AMENITIES

BAR SERVICE			
<input type="checkbox"/> CASH BAR: \$100 per each 40 guests	<input type="checkbox"/> OPEN BAR: \$100 per each 40 guests + \$15 per person		
CATERING			
<input type="checkbox"/> Hors d'oeuvres: \$10 / person	<input type="checkbox"/> Casual Meal: \$15 / person	<input type="checkbox"/> Fancy Meal: \$20 / person	<input type="checkbox"/> Wedding: \$30 / person
OTHER SERVICES			
<input type="checkbox"/> Table cloths and settings: \$200	Other:		

ADDITIONAL REQUESTS

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ROOMS REQUESTED AND SETUP



BAR ROOM

- Square
- Round
- Banquet
- Conference

- Table Cloths
- Table Settings

Details:

ROTUNDA

- Square
- Round
- Banquet
- Conference

- Table Cloths
- Table Settings

Details:

LIBRARY

- Square
- Round
- Banquet
- Conference

- Table Cloths
- Table Settings

Details:

SMALL DINING ROOM

- Square
- Round
- Banquet
- Conference

- Table Cloths
- Table Settings

Details:

BALLROOM

- Square
- Round
- Banquet
- Conference

- Table Cloths
- Table Settings

Details:

THEATER

- Square
- Round
- Banquet
- Conference

- Table Cloths
- Table Settings

Details:

ADDITIONAL DETAILS:

Event Application and Venue Rental Agreement

RENTAL FEES

<input type="checkbox"/> Fee for room(s) X days	_____ X _____ days	_____
<input type="checkbox"/> Bar service basic fee:	\$100 per 40 guests	_____
<input type="checkbox"/> Open bar fee: \$15 per guest	\$15 X _____ guests	_____
<input type="checkbox"/> Catering: _____ per person	_____ X _____ guests	_____
<input type="checkbox"/> Table Settings		_____
	TOTAL	_____

RULES AND LIMITATIONS

1. A 50% deposit is 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.
2. Food and non-alcoholic beverages may be provided by the Renter.
3. Alcohol may not be brought into the building or grounds. Any alcohol must be provided by the Scottish Rite.
4. Either party may cancel this Agreement at any time up to 30 days prior to the Rental Period.
5. 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.
6. Areas not being rented are off limits.
7. Limited parking is provided in the east lot unless other arrangements are made (large events). Otherwise, parking is on the street.
8. 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.
9. 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.
10. This agreement shall be governed under the laws in the State of West Virginia.

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 Signature

Date Signed

Authorized Representative

Date Signed