The Avenel Foundation

P.O. Box 686

Bedford, VA 24523

**AGREEMENT FOR USE**

1. **FEES for Hourly Use**

**Number of Hours**

Per Hour (or portion thereof) $125.00 (excluding use of kitchen) \_\_\_\_\_\_\_\_

Per Hour (or portion thereof) $175.00 (including use of kitchen) \_\_\_\_\_\_\_\_

Noise Permit (if needed) $ 25.00 (outdoor music) \_\_\_\_ No \_\_\_\_\_\_\_\_ Yes

Security Deposit $200.00 \_\_\_\_\_\_\_\_

**Other rental item fees**

**Number of Items**

TV/DVD $ 75.00 per day \_\_\_\_\_\_\_\_

Chairs (1 to 110) $ 2.00 each per day \_\_\_\_\_\_\_\_

Tables 4’ round (1 to 12) $ 6.00 each per day \_\_\_\_\_\_\_\_

Tables 6’ rectangle (1 to 2) $ 6.00 each per day \_\_\_\_\_\_\_\_

Tables 8’ rectangle (1) $ 6.00 each per day \_\_\_\_\_\_\_\_

Bistro Tables (1 to 8) $ 6.00 each per day \_\_\_\_\_\_\_\_

Table clothes $ 5.00 each per day \_\_\_\_\_\_\_\_

Napkins $ 0.50 each per day \_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, the Lessee, agrees to rent Historic Avenel in order to host \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ for approximately \_\_\_\_\_\_\_\_\_\_\_ guests, on the terms listed herein on the following date(s) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Total Amount for Use: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Deposit with signed contract: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Balance due one week before event: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **STANDARD TERMS AND CONDITIONS PERTAINING TO MEETINGS OR OTHER SIMILAR PRIVATE FUNCTIONS HELD**

Lessee agrees to abide by the following rules, regulations and conditions of the Avenel Foundation.

**Definitions:** As used herein, the following terms shall have the following meanings:

**EVENT–** the banquet, reception, meeting or other private gathering serving the subject of this agreement.

**AVENEL -** the house and/or grounds

**LESSEE -** the person(s), corporation, entity, organization or association contracting with The Avenel Foundation for the Event to be held on our property, including any of its agents or representatives.

1. Capacities (not including halls and porch):

Indoor functions – standing ……………….. ……………..200

Indoor functions – seated …………………………………. 84

Use of porches and grounds ……………………………..300

1. Cancellation –Cancellations of confirmed reservations must be made seven (7) days in advance of the reserved date or you will be charged an amount equal to the rental fee.
2. Security Deposit – The Avenel Foundation requires a security deposit of $200 due at the time of the initial payment with signed contract. A post event inspection will be conducted and lessee will be notified of any damage and cost to repair or replace. If there is no damage upon inspection, the $200 deposit will be returned. ***The deposit may also be retained if Avenel is left unclean to offset the extra cleaning expenses.***
3. Items may not be taped, nailed, tacked or otherwise fastened to ceilings, painted surfaces, walls, railings or furniture. Floral arrangements must be set on a base. Lighted stick candles are not allowed.
4. Smoking is not permitted inside Avenel.
5. Lessee is responsible for security during a Event.
6. Lessee must comply with all federal, state and municipal fire codes, which apply to places of public assembly. ***Emergency exits and hallways must not be blocked***.
7. In consideration of Avenel Avenue residents, guests’ cars will be parked ***on the back lawn area.*** Passengers may be dropped off at the main or side entrances, but no parking is allowed in the circular drive or on the front lawn, except as per arranged, (see last page for notes).
8. Avenel does not permit any outside music or any additional structures (i.e. tent or canopy or arch) unless previously agreed to in writing by all parties, (see last page for notes).
9. Lessee undertakes to conduct the Event in an orderly manner, in full compliance with applicable laws, regulations and rules of the Avenel Foundation. Lessee assumes full responsibility for the conduct of all persons in attendance and for any damages done to any part of Avenel’s premises during any time such premises are under the control of Lessee, or Lessee’s agents, guests, employees or independent contractors employed by the Lessee. Lessee hereby indemnifies and holds harmless the Avenel Foundation against any and all claims, liabilities, or costs (including reasonable attorney’s fees and whether by reason of personal injury or death or property damage or otherwise) arising out of or connected with the Event or this agreement, caused or contributed to by the negligence of Lessee, or any guest or agent of the Lessee, or any independent contractor hired by the Lessee.
10. The Avenel Foundation will not assume any responsibility for the damage or loss of any merchandise or articles left at Avenel prior to, during or following the Function.
11. **Due to age and value, Avenel’s furniture must not and will not be moved.**
12. It is the right of any representative of Avenel to be on the premises at any time and during any function.
13. Lessee shall leave the premises in the same condition as it was in prior to the event. All trash is to be removed and placed in dumpster, located in rear of building.

**PLEASE SIGN AND DATE THIS AGREEMENT, INDICATING THAT PROVISIONS**

**HAVE BEEN READ AND AGREED UPON**

Return the contract and check to:

The Avenel Foundation

P.O. Box 686

Bedford, VA 24523

Any questions or concerns, contact Irene May Catlin, Facility Director, 540-816-9385.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Function \_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Time

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Number of Guests

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Printed Name of Lessee Signature of Lessee Date Signed

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Lessee Telephone Number

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ e-mail address

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ mailing address

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Check received

SPECIAL NOTES: