

**The Avenel Foundation
P.O. Box 686
Bedford, VA 24523**

2010 House and Grounds Fees

One half day rental: \$500
Full - day rental: \$1000
Two- day rental: \$1250

Other rental item fees:

\$150 for up to 100 chairs and 10 tables
\$75 for TV/DVD

_____, the lessee, agrees to rent Avenel and items below as indicated by
initials (including confirmation and security/damage deposits) on the following date(s)

_____.

Initials

_____ *Half Day Rental at \$500*
_____ *Full Day Rental at \$1000*
_____ *Two-day Rental at \$1250*

_____ *Chairs & Tables at \$150*
_____ *TV/DVD at \$75*

Total amount due: _____

Deposit amount: \$200

Total due week before the function: _____

Contract

All agreements are made upon and are subject to the following rules, regulations and conditions of The Avenel Foundation.

STANDARD TERMS AND CONDITIONS PERTAINING TO BANQUETS, RECEPTIONS AND PRIVATE FUNCTIONS.

Definitions: As used herein, the following terms shall have the following meanings: FUNCTION – the banquet, reception or other private gathering serving the subject of this agreement; AVENEL – the Avenel house and/or grounds; LESSEE – the person, corporation, entity, organization or association contracting with The Avenel Foundation for the Function.

Rules and Regulations

1. Capacities (not including halls and porch):

Indoor receptions (standing @ 3 sq. ft. per person).....	300
Banquet (seated/tables @ 25 sq. ft. per person).....	80
Receptions (porches/grounds).....	400

2. **Deposit Schedule:** A \$200 deposit is due with confirmation of the contract. The deposit is non-refundable in the event of cancellation, unless a cancellation request is confirmed over **60** days in advance. Remaining balance of contract price is due *seven* days prior to function. The Avenel Foundation **requires a damage/security deposit of \$200 due the day of the event**. A post event inspection will be conducted and lessee will be notified of any damage and cost to repair or replace, **and if there is no damage upon inspection, the \$200 deposit will be returned, or a portion of the deposit may be retained if Avenel is left unreasonably dirty to offset extra cleaning expenses**. Avenel retains the right to require evidence of insurance.
3. Decorations and/or floral arrangements may not be taped, nailed, tacked or otherwise fastened to ceilings, painted surfaces, walls or furniture. Pipe cleaners or chenille stems are acceptable.
4. Flower arrangements must be set on a base and lighted *stick* candles are not permitted. Votive candles may be used in enclosed holders such as hurricane lamps.
5. The Avenel House Committee **retains the right to approve the placement of any tent prior to the event**.
6. Smoking is not permitted inside Avenel.
7. Lessee is responsible for security during a Function.
8. 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.
9. 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 lawn, except as indicated.
10. Loud music or disruptive noise, especially late at night, is not allowed. The City of Bedford has a noise ordinance, which is in effect from 9 PM until 7 AM. This ordinance states that music or noise should not be plainly audible outside of boundaries or within 50 ft. of another residence. **Avenel does not permit any outside amplified music. Music must be turned off by 10:00 PM (See Addendum)**.
11. **The lessee must be present to sign for deliveries**. The Avenel Foundation will not accept deliveries for function, including but not limited to, portable toilets and tents.
12. Lessee undertakes to conduct the Function 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 damage 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 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 Function 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.
13. 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.

14. Due to age and value, Avenel furniture must not be moved. In addition, Avenel rental chairs may not be used in the yard.

15. It is the right of any representative of Avenel to be on the premises at any time and during any function.

Contract Addendum (Including basic "closing" rules for Avenel rentals)

1. *The Avenel Foundation requires that you leave Avenel as you found it.*
2. *Please sweep up any food from the floors to avoid attracting rodents.*
3. *All music must be turned off by 10:00 PM as Avenel is located in a residential area.*
4. *Do not leave other people; i.e. disc jockeys or caterers in charge of closing Avenel. The contact person must be on the premises when the caretaker inspects and locks the doors.*
5. *All events must conclude by 11:00 PM. This means that the lights are out, all guests have left the premises, and the doors have been locked.*

The caretaker reserves the right to shut down any event that is creating a disturbance to the neighborhood.

PLEASE SIGN AND DATE THIS AGREEMENT, INDICATING THAT ALL RULES, REGULATIONS AND CONDITIONS HAVE BEEN READ AND AGREED UPON. Return the contract and check to:

The Avenel Foundation
P.O. Box 686
Bedford, VA 24523

Name of Function _____ Function Date & Time _____ / _____

Signature of Lessee _____ Date Signed _____

Contact Name _____ Phone Number _____

Address _____

***A requested reservation will not be held unless the signed contract and deposit are returned within 10 days. Cancellations must be made 60 days in advance of the reserved date, or your deposit will not be refunded.**