Rising Sun Event Venue

101 W Main St., Morganfield, KY 42437
(270) 270-285-1012
risingsunvenue@gmail.com

Rental Date_____ Time: _____to_____

Number Attending _____ Purpose of Request_____

Contact Person (on-site during use) _____

Cell_____ Home_____

Contact Address _____

Email _____

Organization (if applicable)_____ Phone_____

Return Deposit to ☐ Contact Person ☐ Other (list information below)

Name_____ Phone _____

Address_____

Fee: 8 Hrs $225 +tax 4 Hrs. $125+tax OR $35/hour +tax Minimum rental 2 hrs.
Security Deposit $100 (refundable rental-see terms)

- Checks should be made payable to the ***Rising Sun*** for payment of reservations. Note on check the following: date and time of the reservation. Mailing address: 3441 State Route 56 W, Morganfield, KY 42437.
- Reservations can be booked up to one year in advance, to the exact day. For instance, if you're looking to reserve for January 1st, 2027, the earliest an application can be submitted is 1/01/2026.
- Any Non-Profit Organization (non-profit corporation, government entity, or other organization that has the primary purpose of supporting the cultural, educational, and informational needs and interests of the community) may use the Rising Sun facility for no charge for the first two (2) hours of any reservation.

TERMS OF USE

Please read all terms of use carefully before signing contract. Failure to abide by these terms may result cancellation of the rental, loss of security deposit and/or the inability to make future reservations.

1.Facility must be left in order and clean or security deposit may be retained.

2. The use of staples, tacks, push pins, or tape one the walls, or ceilings is prohibited. You may use painter's tape on walls. NO tape allowed on Mural Wall. You may regular tape on furniture, baseboard, pillars, light fixtures, trim and window frames.
3. The use of glitter is prohibited. Confetti is allowed but must be thoroughly cleaned up.
4. Trash must be removed and placed in large green trash tote at back of building.
5. Alcohol is NOT permitted unless approved in advance.
6. The kitchen shall only be used for re-heating of prepared foods. The preparation of raw food is strictly prohibited. A refrigerator/freezer is available for your use along with a microwave in galley area in front.
7. Be sure to make the reservation with enough time for set up and clean up.
8. The person listed on this form and signing as representing the above-named group is legally responsible for any and all actions of group members while they are in the Rising Sun facility. This person will be held financially responsible for any and all damage to the property caused by a member of his/her group. This person is responsible for his/her group's adherence to all permit regulations and is responsible for ensuring that the facility is thoroughly cleaned and left in the proper condition.
9. A $20 fee will be assessed for any returned checks.
10. Bounce houses/or other inflatables are not permitted inside facility.
11. Fog/smoke machines not permitted use in facility without prior written approval.
12. Certificate of insurance may be required.
13. Rising Sun reserves the right to void the rental if facility becomes unavailable for any reason.
14. No admission fee may be imposed without prior written permission from *Rising Sun*.
15. It is the responsibility of the party using the facilities (whether by fee rental or other use as permitted by the Rising Sun) to obtain permission or license to use any copyrighted materials not limited to licensing from BMI, ASCAP, or SESAC.
16. Compliance with all applicable laws and regulations of the state of Kentucky, the City of Morganfield and Union County Health Department is required.
17. In the event of a cancellation by the group, money paid for reservations will be refunded (less the $50.00 administrative fee), if the cancellation is made in writing and received thirty (30) days before the reservation date. Changing the date or location of a reservation is considered a cancellation, and the

refund policy will apply. [Exception: If the canceled time is reserved and paid for by another group, a refund (less $50.00 service fee) can be made upon request.] If the facility is closed due to adverse weather conditions, or other causes beyond the control of the *Rising Sun* (e.g., plumbing, heating, or electrical failure), a full refund shall be granted, or an attempt will be made to accommodate another date. If a rescheduling is made due to adverse weather conditions a full refund will be made.

18. The *Rising Sun* Agreement forms are to be submitted to Bells & Whistles/Izzy's On Main in person, email risingsunvenue@gmail.com or by mail Rising Sun 3441 State Route 56 W Morganfield, KY 42437.

19. The undersigned hereby acknowledges that he/she has read, understands, and agrees to comply with the above terms and conditions. The undersigned further verifies that he/she is 21 years of age or older and assumes all responsibility for the action of the above group.

I, _____hereby request reservation of the Rising Sun Event Venue for the above date and times shown. I certify that I understand and agree to the terms of use. I further agree to hold harmless the Rising Sun, its officers and employees, in any claim of personal injury or property damage in any way arising from use of this facility.

_____ _____

Permit Holders Signature (must be same as name on reservation form) **Date**

For Office Use Only

Notes_____

_____

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_____ _____

Total Paid_____ Date _____

Key issued_____ Date returned_____