

Dear Prospective Renter of Blessing on Willow Event Venue,

Thank you for your interest in Blessings on Willow Event Venue. Enclosed are copies of the application/agreement, damage/ deposit contract and room policies. Blessings on Willow is a smoke free venue. Blessings on Willow is available for parties, family events and business meetings. A refundable deposit (see page4) of \$100.00 is required at time of reserving date. The venue has a kitchen area, but it is not stocked. Building and restroom are ADA compliant. Tables and chairs are included in price and are provided by owner.

To reserve the venue for your event, you can schedule an appointment to view Blessings or you can print and fill out forms with deposit and mail to Rose White at 259 W. Mound St. South Charleston, OH 45368.

1. Application form completely filled out and signed. (Page 2).
2. Signed Damage Deposit/Clean up contract. (page2)
3. Print 2 copies of Rules form. Keep one and return one with Application (page 3)
4. One hundred dollars (\$100) refundable deposit to reserve date. The rental fee must be paid when picking up the key or before. **Key can be picked up before event at 259 W. Mound St. So. Charleston.**

Please hold on to one copy of Rules (page 3), as you may need to refer to specific information on the contract. Your damage/deposit will be refunded to you if the checklist found on (page 5) is completed **within 2 weeks following your event or when paying by check when your check clears.** When paying by check make payable to Rose White and write date of event in the memo section on check. If you have any questions feel free to text/call 937-624-9806, or visit our website www.blessingsonwillow.com

Sincerely,
Rose White

Blessings on Willow 2023 Fee Schedule:

Hourly rates are \$40.00 fee per hour.

4 hour Event Special: \$100.00 (refundable) deposit to hold your date, then **\$100.00** for event fee, which includes **1** hour prior to event for decorating, **2** hour for your event and **1** hour after for cleaning. (4hours total)

Additional Event hours \$25.00 per hour



Linens for rent
white only



Square metal arch for rent \$10
measurements 77" X 52"

2023 BLESSING ON WILLOW EVENT VENUE

Damage and Deposit Contract

To reserve the date please have the deposit of \$100.00 (refundable) when returning the application.

Name _____ Date _____

Address _____ Phone _____

_____ Additional Phone _____

_____ Damage deposit \$100.00

I hereby agree to the conditions for use/rental and signify that all information supplied by me is true and correct. I assume all liability for the conduct of my guests and for damages incurred while the room is rented in my name. Damage to the property will be deducted from my deposit. If the damage exceeds the deposit, I will be responsible for the full payment. Failure to clean up the facility (see check list page5) will also result in forfeiture of my deposit. **One week notice of cancellation is required or deposit may be forfeited.**

Signature of Renter

Date and Time of Event

2023 APPLICATION/AGREEMENT

This application/agreement form must be filled out completely prior to the requested date of function. The person requesting and filling out this application must be an adult. If function is a youth participating function, there must be adult supervision.

I the undersigned being of legal age, request the renting of Blessings on Willow Event Venue, located at **215 Willow St., South Charleston, OH 45368. Key can be picked up before event at 259 W. Mound St. Any question call or text 937-624-9806 Rose.**

Rental Date _____ Number of Guest _____

Start Time _____ Finish Time _____

Type of Function _____ 4 Hour Rental Fee \$100
extra hours/linens or arch \$ _____ Total _____ Must be paid when picking up key or before.

Signature of Renter

Signature of Owner

Rules

All guests must abide by the following rules.

1. No smoking inside of the building. Only in designated areas behind building.
2. **Nothing** hanging from or on the walls (No command strips, tape, pins.)
Nothing on or hanging from lighting, sound boards or fans.
Do not move pews.
3. Before leaving the premises all debris is to be picked up, restroom must be in condition it was found in, wipe down tables, fold and place chairs on top of tables, sweep floors, turn off lights, fans and lock doors. Renter must provide their own trash bags and trash must be completely removed from premises.
See (page 4) checklist.
4. On street parking and in parking area behind building. No parking on grass.
5. No pets allowed.
6. Renter will be liable for any physical damages, legal actions, and/or loss of reputation or business opportunities that Owner may incur as a consequence of the actions of Renter or any of Renter's guests while Renter is in control of the venue, and shall indemnify and hold harmless the Owner against any and all legal actions which may arise from Renter's use of the venue.
7. Tables and chairs may not be removed or used outside of building.
8. Do not prop doors open.

I have read the rules and understand my deposit can be forfeited if not followed. Please sign and date. Return with application

_____ Date_____

BLESSINGS CHECK LIST

To get deposit refunded

1. Make sure all debris is picked up.
2. Remove any items from refrigerator, freezer, microwave and stove.
3. Restroom must be in condition it was found in.
4. Tables need to be wiped down.
5. Wipe off any chairs if needed. Fold and place them on top of table.
- 6 Sweep kitchen, restroom and dining area.
7. Turn off lights in dining area.
8. Remove all trash from kitchen and bathroom from premises.

Thank you for your cooperation.