

Dear Prospective Renter of Blessings 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 page 4) of \$100.00 is required at time of reservation. 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 located on website www.blessingsonwillow.com. Mail forms and deposit to Rose White at 259 W. Mound St. South Charleston, OH 45368.

1. Application completely filled out, signed, and send with deposit. (Page 3).
2. Signed Damage Deposit/Clean up contract. (page 3)
3. Print 2 copies of Rules form. Keep one and return one with deposit (page 4)
4. One hundred dollars \$100 refundable deposit is required to reserve date. The rental fee must be paid **2 weeks prior** to date of event if **paying by check**, or the day of the event when paying with cash. **Key can be picked up 15 minutes before event at: 259 W. Mound St. So. Charleston.**

Please keep one copy of Rules (page 4), as you may need to refer to specific information in the contract. Your damage/deposit will be refunded to you **within 1-2 weeks**, if the checklist found on page 5 is completed. 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 2024 Fee Schedule:

\$100 refundable deposit to hold your date.

Hour rates: 1 -3 are \$40.00 per hour.

9 hour Special: you choose the hours \$200 plus deposit

4 hour Event Special: \$100.00 for event plus deposit.

Additional Event Special hours: \$25.00 per hour

Saturday hours:

11:00 AM to 3:00 PM OR

4:00 PM to 8:00 PM

Sunday hours: Anytime after 12:00 noon

Can pay with check up to two weeks prior to event date.

If paying rental fee less than two weeks before event date cash only.



Linens for rent white only
Seating tables \$5.00 each.
Food tables \$10.00 each



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

2024 BLESSINGS ON WILLOW EVENT VENUE

Damage and Deposit Contract

To reserve the date, please submit the refundable \$100.00 when returning the application. The remaining rental fee is due two weeks prior to rental date if paid by check.

Name _____ Todays 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 facility 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 the facility (see check list page 5) 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

2024 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 15 minutes before event at 259 W. Mound St. Any questions call or text Rose @ 937-624-9806.**

Rental Date _____ Number of Guests _____

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 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, ensure all debris is picked up, restroom is in the condition in which it was found, tables are wiped down, chairs are folded and placed on tables, floors all swept, lights and fans are off, and doors are locked. Renter must provide their own trash bags and trash must be completely removed from premises. See page 5 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.
9. No tape used on front railing. You may use ribbon or yarn to attach decorations.

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 the condition in which it was found.
4. Tables need to be wiped down if needed.
5. Wipe off any chairs if needed. Fold and place them on top of table.
- 6 Sweep kitchen, restroom and dining area if needed.
7. Turn off lights and fans in dining area.
8. Remove all trash from kitchen and bathroom from premises.
9. Lock doors and **leave key in drawer beside refrigerator.**

Thank you for your cooperation.