

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. Please note Blessings is a smoke free venue. Blessings on Willow is available for parties, family events and business meetings. A refundable deposit of \$100.00 is required at time of reserving date. The venue has a kitchen area, but it is not stocked. It also has one restroom, and is handicap accessible. 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. 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 one hour before event at 259 W. Mound St. So. Charleston.

Please hold on to your Facility Reservation Contract (page 3), as you may need to refer to specific information on the contract. Your damage/deposit will be refunded to you **within 2 weeks following your event or when paying by check when your check clears.** Please make check 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 call 937-462-8094, or visit our website www.blessingsonwillow.com

Sincerely,
Rose White

2022 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 will also result in forfeiture of my deposit. **A 72 hour notice of cancellation is required or deposit may be forfeited.**

Signature of Renter

Date and Time of Event

2022 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

Facility Reservation Contract:

All guests must abide by the following rules.

1. No smoking inside of the building. Only in designated areas behind building.
2. Hanging anything from the walls, lighting, sound boards or fans is prohibited.
Do not move pews.
3. Before leaving the premises all debris is to be picked up, restroom must be in the 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**.
4. On street parking and **on blacktop** 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 from building. Cannot be used outside.

If any of the above rules are not followed this could lead to the forfeiting the deposit.

Blessings on Willow Fee Schedule:

Hourly rates are \$40.00 fee per hour.

2022-4 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

77" X 52" square metal arch for rent \$10