

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

Please hold on to one copy of Rules (page 4), 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 1 week if paying by cash, or up to 2 weeks or 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 2024 Fee Schedule:

\$100 (refundable) deposit to hold your date.

Hourly rates are \$40.00 fee per hour.

4 hour Event Special: \$100.00 for event fee. (4 hours total)

Additional Event hours \$25.00 per hour



Linens for rent
white only measurements 77" X 52"



Square metal arch for rent \$10

2024 BLESSINGS ON WILLOW EVENT VENUE

Damage and Deposit Contract

To reserve the date please have the deposit of \$100.00 (refundable) when returning the application. The remaining rental fee is due one week prior to rental date if paid by check.

Name _____ Today's 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 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 question call or text Rose @ 937-624-9806.**

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.
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 condition it was found in.
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.