



Shepherdstown Community Club Rental Agreement for the War Memorial Building

Applicant Name _____

Phone Number: _____ Email Address: _____

Mailing Address: _____

Organization, if applicable: _____

Purpose of Event: _____

Expected Number of People at the Event: _____

Area(s) requested: First Floor | Second Floor Ballroom | Kitchen Access

Date(s) requested: _____ Start time: _____ End time: _____

Rental Fees	Upstairs or Downstairs	Both	Kitchen Access
Weekdays (M-Th) 24 hr	\$40 hr or \$300/day	\$80 hr or \$500/day	\$75 per event day
Weekend & Holiday	\$50 hr or \$400/day	\$90 hr or \$750/day	\$75 per event day

Kitchen Access Fee (\$75 per event day) \$ _____

Rental Fee \$ _____

TOTAL Rental Fees due at time of reservation \$ _____

Security Deposit \$ 150.00

Alcohol Deposit (\$100.00 if applicable) \$ _____

Please remit one check for the combined Security and Alcohol Deposits, and then pay the total rental fees via Paypal or a separate check. Make checks payable to **The Shepherdstown Community Club**, and, if desired, use Paypal for the Total Rental Fees only:

WMB Rental Fees

Please Specify Day(s)

[Add to Cart](#)

WMB Kitchen Fee - Per Day

[Add to Cart](#)

To confirm this reservation you must send this signed agreement and the above check(s) to:

WMB Rentals
P.O. Box 463
Shepherdstown, WV 25443

In the event the reservation is cancelled LESS than 10 days prior to the event, fees are subject to the Cancellation Policy below.

General Rental Conditions

The applicant agrees to abide by and enforce such agreements and restrictions in the areas of the building rented and during the rental period. If the applicant fails to abide by any agreement or restriction, the applicant agrees to be responsible to the Shepherdstown Community Club for any and all damages and costs the Club may incur as a result of such violation. The applicant understands that any security deposit may be retained in part or in full by the Club to cover any damages or the failure of the applicant to adequately clean the areas used.

The applicant further indemnifies and saves harmless the Shepherdstown Community Club, its officers, agents and employees from any and all liability for damages arising out of the rental occupancy and use of the property herein rented under this application. The applicant further releases the Shepherdstown Community Club, its agents and employees from any and all damages, causes of action or other liability in any way related to the rental, use and occupancy of the property herein leased under this application. The applicant certifies that the indemnification and release herein made extends to claims that may be asserted by the applicant or any third party visiting the rented premises during the applicant's possession of the rental property. The applicant certifies that the applicant has been advised by the Shepherdstown Community Club to purchase liability insurance to protect the applicant from any claim that may result from the applicant's use of these premises.

CANCELLATION POLICY: If the applicant desires to cancel this reservation, the full rental fee will be returned only if the Shepherdstown Community Club is notified of such cancellation at least 30 days before the scheduled event. Fifty percent of the rental fee will be returned if the Shepherdstown Community Club is notified of a cancellation from 10 to 29 days before the event. The rental fee will be forfeited if the event is cancelled less than 10 days before the scheduled event.

The applicant agrees to not use the Shepherdstown Community Club name in any advertising, promotional materials, press releases, or other publicity regarding use of the War Memorial Building. When referencing the location of this event, the applicant will use only "War Memorial Building, 102 East German Street, Shepherdstown, WV, 25443".


The renter agrees to the following restrictions

- **Occupancy limit at any one time: 100 persons on 1st floor, 120 persons on 2nd floor ballroom.**
- **Users of upstairs ballroom MUST provide a monitor downstairs, inside the front doors of the building, to screen out people who are NOT part of your event.**
- **Nothing may be fastened or leaned against the walls, woodwork, windows or drapes.**

- **Tables, chairs, and coat racks may NOT be moved between floors.**
- **Alcoholic beverages are NOT allowed unless**
 1. **An alcohol addendum to the lease is approved and,**
 2. **An additional security deposit of \$100.00 is paid.**
- **Smoking is NOT allowed in the War Memorial Building.**
- **Please respect our neighbors - keep noise levels to a minimum and end loud noise by 11:30 pm.**
- **The building MUST be cleaned up and vacated before midnight.**

Applicant Signature: _____ **Application Date:** _____

Renters may pick up the building keys by prior arrangement and/or at the Shepherdstown Public Library, next door to the War Memorial Building. Library hours vary so please check its schedule or call the library at 304-876-2783. Keys can be left in the library book drop after hours.

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