

**RECEPTION ROOM RENTAL APPLICATION AND AGREEMENT**  
**HISTORIC SHEPHERDSTOWN COMMISSION**  
**ENTLER HOTEL RENTAL APPLICATION AND AGREEMENT**  
**129 E. GERMAN STREET – ROOM 200**  
**PO BOX 1786 SHEPHERDSTOWN, WV 25443 304-876-0910**  
**[HSC1786@gmail.com](mailto:HSC1786@gmail.com) [WWW.HISTORICSHEPHERDSTOWN.COM](http://WWW.HISTORICSHEPHERDSTOWN.COM)**

I/We, the undersigned, hereby make application to rent the following areas of the Entler Hotel under the conditions herein:

Name of Applicant: \_\_\_\_\_

Name of Organization: \_\_\_\_\_

If non-profit - 501c(3) # \_\_\_\_\_ copy of letter \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Street/PO Box City State Zip

Contact Phone Number: Home \_\_\_\_\_ Work: \_\_\_\_\_ Cell: \_\_\_\_\_

Purpose of Rental: Wedding/Reception \_\_\_\_\_ Art Show \_\_\_\_\_ Other \_\_\_\_\_ Please explain \_\_\_\_\_

Areas Rented: Bedinger Room \_\_\_\_\_ Kitchen \_\_\_\_\_

Garden & Porches (required for parties with Kegs) \_\_\_\_\_

Date(s) Needed: \_\_\_\_\_, \_\_\_\_\_ Hours Needed: \_\_\_\_\_

Not before 12 pm on Sundays \_\_\_\_\_

Fees: Security Deposit - \$ \_\_\_\_\_ Please Make Checks Payable to:  
Rental Fee \$ \_\_\_\_\_ Historic Shepherdstown Commission  
Cleaning Fee \$ \_\_\_\_\_  
Total Due \$ \_\_\_\_\_

In making this application, I/We hereby understand that rental and use of the areas checked above are subject to the rental policies, rules and regulations of Historic Shepherdstown Commission as the same are set forth in the Commission's Regulations, attached hereto, the receipt of which is hereby acknowledged. I/We agree to abide by such policies, rules and regulations and agree to enforce the same in the rented areas during the rental period. If I/We fail to abide by any policy, rule and or regulation, I/We agree to be responsible to the Historic Shepherdstown Commission for any and all damages and costs the Commission may incur as a result of such violations.

I/We further indemnify and save harmless the Historic Shepherdstown Commission, it's Officers, agents and employee's, from any and all liability for damages arising out of the rental, occupancy and use of the property herein rented under this application and agreement. I/We further release The Historic Shepherdstown Commission its Officer's, agents, and employees from any and all damages, causes of action, or other liability in any way relating to the rental, use and occupancy of the property herein leased under this application and agreement. I/We certify that the indemnification and release herein made extend to claims which may be asserted by the applicant, or by any third party visiting the rented premises during the applicant's possession of the rental property. I/We further certify that I/We have been advised to purchase limited occasion liability insurance to protect myself/ourselves from any claims which may result from applicant's use of these premises.

I/We have carefully read all policies, rules and regulations and signed all appropriate forms and have informed all those connected with our function as to those policies, rules and regulations.

\_\_\_\_\_  
Applicants Signature Date

\_\_\_\_\_  
Historic Shepherdstown Administrator Date