

RECEPTION ROOM RENTAL POLICIES

HISTORIC SHEPHERDSTOWN
129 EAST GERMAN STREET
PO BOX 1786 SHEPHERDSTOWN, WV 25443
ROOM 200 – ENTLER HOTEL
304-876-0910

WWW.HISTORICSHPEHRDSTOWN.COM HSC1786@GMAIL.COM

The motto of Historic Shepherdstown is “To Save the Past – To Serve the Future.”

We are pleased that you have selected the Historic Entler Hotel for your function and ask that you help us maintain our motto by treating the facility with gentleness and care. Should you have any questions, please call Teresa McLaughlin at 304-876-0910.

ENTLER HOTEL RENTAL POLICIES

RENTAL RATES

Individual/Business

\$35 - per hour (you must include set up and clean up time).

\$500 - Weddings & RECEPTIONS 9 a. m. – midnight. (Cleaning & Kitchen included)

+ \$125 PORCHES & GARDEN

+ \$ 60 CLEANING FEE

+ \$ 50 KITCHEN USE FEE

+ \$200 SECURITY DEPOSIT (NECESSARY TO SECURE CALENDAR DATE)

Art show prices are based on number of participants and number of days

NON-PROFIT ORGANIZATIONS (MUST HAVE A 501C (3) NUMBER)

\$25 - per hour (you must include set up and clean up time).

+ \$125 PORCHES & GARDEN

+ \$ 60 CLEANING FEE

+ \$ 50 KITCHEN USE FEE

+ \$200 SECURITY DEPOSIT (NECESSARY TO SECURE CALENDAR DATE)

ONLY WHEN THE HISTORIC SHEPHERDSTOWN OFFICE RECEIVES THE DEPOSIT AND SIGNED RENTAL AGREEMENT IS THE DATE OFFICIALLY SECURED ON THE CALENDAR. FINAL RENTAL FEE IS DUE PAYABLE TO HISTORIC SHEPHERDSTOWN AT LEAST 30 DAYS PRIOR TO THE FUNCTION. IF PAYMENT IS NOT RECEIVED THE DATE WILL NO LONGER BE **GUARANTEED**. THE ROOM WILL BECOME AVAILABLE FOR ANOTHER RESERVATION AND THE SECURITY DEPOSIT WILL NOT BE RETURNED.

CANCELLATION AND REFUND POLICY

1. If a cancellation occurs **less than 30 days** in advance of the function, the security deposit **will not** be refunded.
2. If a cancellation occurs **30 days or more** in advance of the function, the security deposit **will be** refunded.
3. If the premises are not left in good condition, or if damages occur, some or all of your security deposit will be held to pay for damages, breaking down and storing of tables and chairs or cleaning trash out of garden and porch area. Please be sure that all parties involved in your function are aware of the policies, as you will be responsible for their behavior. THIS INCLUDES, BUT IS NOT LIMITED TO CATERERS, FLORISTS, BARTENDERS, RENTAL COMPANIES, MUSICIAN'S/D.J.'S AND TENT COMPANIES.