

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 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 (for return of sec. dep) Street/PO Box: _____

City State Zip _____

Contact Phone Number: Home _____ Work: _____ Cell: _____

Contact Name & Number for Person Responsible for Clean Up _____

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: _____

Security Deposit - \$ _____

Rental Fee \$ _____

Cleaning Fee \$ _____

Kitchen Fee \$ _____

Porches/Garden Fee \$ _____

Please Make Checks Payable to:

Historic Shepherdstown Commission

Total Due _____

Amount Paid _____

Balance 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, its 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