

RECEPTION ROOM RENTAL POLICIES

HISTORIC SHEPHERDSTOWN COMMISSION

129 EAST GERMAN STREET
PO BOX 1786 SHEPHERDSTOWN, WV 25443
ROOM 200 – ENTLER HOTEL
304-876-0910
www.historicshepherdstown.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 the Administrator 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
- + \$ 75 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
- + \$ 75 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.

ROOM DIMENSIONS, CHAIRS, TABLES, ETC.

- The main reception room is 30' x 23'.
- The front foyer is 30' x 12'.
- Seven (7) round 48" tables
- Six (6) 6' banquet tables
- Sixty (60) folding chairs
- One large buffet serving table
- Reception Room Maximum Occupancy (does not apply if porch and gardens are also used):
- With tables and chairs – 48
- With chairs only – 102
- A wheelchair ramp for access through the front door is available upon request. An additional security deposit is required.

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: Cell: _____ Work: _____ Email: _____

Contact Name & Number for Person Responsible for Your 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

HISTORIC SHEPHERDSTOWN COMMISSION

ALCOHOLIC BEVERAGE AGREEMENT

Special permission for serving alcoholic beverages in the Entler Hotel, which is owned by the Corporation of Shepherdstown and operated by the Historic Shepherdstown Commission, is hereby granted to the rental applicant named, and on the date(s) and during the hours specified in the agreement to which it is attached, subject to the following regulations:

- 1) Any person shall **not** sell alcoholic beverages at any time on the leased premises. For purposes of this policy, "sale" includes a donation or other payment at the time the alcoholic beverage is served.
- 2) **No** alcoholic beverages shall be served to any person other than members and guests of the party or organization renting the building under this agreement.
- 3) **No** alcoholic beverage shall be served to any person unless food is also being served.
- 4) **No** alcoholic beverage shall be served to any individual below the age of twenty-one (21).
- 5) **No** alcoholic beverage shall be served to any person who is visibly physically incapacitated due to the consumption of alcoholic beverages, or the use of any controlled substance.
- 6) **No** alcoholic beverage shall be served to any mentally incompetent person.
- 7) **No** person in attendance shall be permitted to behave in such a manner as to constitute a public nuisance.
- 8) **Any** violation of the Alcoholic Beverage Policy will result in immediate termination of the lease and forfeiture of any deposit or fees.
- 9) **No** Kegs of beer are permitted inside the Entler. All kegs must be kept outside and in the porch/garden area, which must be leased to you.

The West Virginia Alcoholic Beverage Control Commission does **NOT** license the Entler Hotel as a private club authorized to sell alcoholic beverages.

ANY SALE OF ALCOHOLIC BEVERAGES ON THE PREMISES IS IN VIOLATION OF THE STATE LAWS AND REGULATIONS.

Historic Shepherdstown Administrator

Date

Rental Applicant

Date

RECEPTION ROOM RENTAL RULES AND REGULATIONS

SMOKING IS NOT ALLOWED IN THE BUILDING

1. **ARRIVAL/DEPARTURE:** A representative from HSC will be responsible for opening the building or you will be given keys. Please arrange with the administrator as to the time that you will need to have access to the premises. **You will be responsible for securing the building after the function**, you will be shown how. _____ (Int.)
2. **PARKING:** The spaces behind the Entler are reserved for the Entler tenants. Street parking is metered Monday through Friday till 6 p.m. Should you wish to purchase a meter for a day this can be arranged during business hours at the Police Station, 876-6036. Parking is allowed at the corner of Princess & High St. across from White Hall. _____ (Int.)
3. **HOURS OF USE:** The time limit of your function is stated in your rental agreement. **Due to the fact that we are in a residential area, all functions must cease and the Entler and grounds must be cleaned and vacated by 12 am. Everything must be cleaned and cleared out at the end of the function so we can prepare for the next rental.** _____ (Int.)
4. **RESTRICTIONS:** Rental space at the Entler includes the Reception Room (Bedinger room), kitchen and first floor restrooms. The porches and garden area may be rented for a fee. The museum, boathouse and upstairs balconies are off limits. The upstairs portion of the building is rented as office space and is off limits. _____ (Int.)
5. **NOISE ORDINANCE:** The Corporation of Shepherdstown has instituted a noise ordinance. If your function will be having any type of amplified music outside such as a band or DJ, you must get signed permission from the Mayor. _____ (Int.)
6. **TELEPHONE:** There is no phone at the Entler. _____ (Int.)
7. **SETTING UP FOR YOUR FUNCTION:** The time that you have rented the Entler is stated in your contract. If you wish to be allowed to set up the day (or evening) before you will be charged an extra fee. If tents need to be set up you must have permission from the administrator in advance. Tents need to be promptly removed, as does all rental equipment. **Permission needs to be given to leave anything after your function.** The building is heavily used; please do not assume that anything can be left until the next day. _____ (Int.)
8. **ACCEPTANCE OF RENTALS:** Someone from your party must be on hand to accept the delivery of any rentals; Historic Shepherdstown assumes no responsibility for acceptance of rental equipment or any equipment left to be picked up at a later time. Also Historic Shepherdstown will not sign for delivery or pick up of rentals. _____ (Int.)
9. **OTHER RESTRICTIONS:**
 - A. **No candles requiring a flame or incense is allowed.** We appreciate your help in keeping HSC and its occupants safe and sound.
 - B. Nothing may be attached to the walls, woodwork or lighting fixtures in any manner. This includes any type of sticky substance, thumbtacks or glue. Picture modeling is available for hanging.
 - C. Kegs of beer are permitted only on the back porch or in garden area. This area must be rented in order to have kegs of beers.
 - D. Tubs of ice are not permitted on the hardwood floors.
 - E. No bags of garage can be left on the hardwood floors.

Please note that any items left behind in the Entler become the property of, and may be disposed of by Historic Shepherdstown.

By signing below, you are stating that you have read and agree to the rental policies and conditions of the rental agreement. You will be held responsible for you, your guests and any persons connected with your function adhering to the policies and conditions of the rental agreement.

Signature _____

Date _____