

MARLBANK RECREATION ASSOCIATION

115 Old Landing Road
Yorktown, VA 23692

BUILDING RENTAL AGREEMENT

PERSON IN CHARGE
Of the function:

Phone: _____

MRA MEMBER/SPONSOR:

Date of the function: _____

Type of function _____

Estimated attendance: _____

Return completed form with
\$100 SECURITY DEPOSIT to:

Celena Hale
409 Wormley Creek Drive
Yorktown, VA 23692

Make check to "MRA"

Date Deposit Received:

GENERAL PROVISIONS OF AGREEMENT

Rental of the MRA building shall be reserved for the date requested upon receipt of a \$100 SECURITY DEPOSIT. The SECURITY DEPOSIT shall be refunded in full following the function, if no damage has occurred to the building or equipment. After a final inspection, the MRA BUILDING COORDINATOR shall determine the basis for refunding the SECURITY DEPOSIT.

In addition to the \$100 SECURITY DEPOSIT the TOTAL RENTAL FEE must be paid in full prior to issuance of the building key. The building key shall be returned to the MRA BUILDING COORDINATOR on the day following the function.

RENTAL FEE..... \$ _____
(SECURITY DEPOSIT is NOT included in RENTAL FEE)

Checks payable to MRA

The PERSON IN CHARGE of the function and the MRA MEMBER/SPONSOR are fully responsible for the actions of all guests, and shall oversee the proper use of the building and associated equipment. NO FIRES ARE ALLOWED.

If alcohol will be served, a banquet permit must be obtained from the ABC.
(www.abc.state.va.us)

Allow 10 days in advance of the function. If alcohol is served without a permit, the security deposit will not be refunded.

_____ I will not serve alcohol.

_____ I will serve alcohol and will obtain the proper permit from the ABC.

PERSON IN CHARGE of the function:

MRA MEMBER/SPONSOR of the function:

Signature

Date