

Norwood Room Rental Agreement

Name of Event: _____

Type of Event: _____

Date of Event: _____ Time: _____

Contact Person: _____

Phone Number: (_____) _____

Email Address: _____

Mailing Address: _____

Approximate # of Guests (Maximum of 228): _____

Alcohol to be served? YES NO If yes, then state name of server: _____

Food to be served? YES NO If yes, then state name of server: _____

Rental Rates are as follows:

Monday – Thursday \$150.00

Friday \$250.00

Saturday \$400.00

The room is currently not available for rental on Sundays

5.00% Sales tax is added to all rental rates.

Total Cost of the Rental, including standard cleaning and tax, shall be: \$_____

*Deposit and Cancellation Policy: A security deposit of \$100 is required to secure date and services. Deposits are **nonrefundable if the event is cancelled less than 30 days** prior to the scheduled event. Cancellations made more than 30 days prior to the event date are subject to a **\$25.00 processing fee** which is applied to the refund. Requests to cancel must be made in writing or sent via email to dwalsh8@radford.edu

*Reservations are made on a first come, first serve basis and will be confirmed only after receipt of this contract and the initial deposit. **Any remaining balance is due 14 days prior to the event. All checks shall be made out to: Radford University Foundation, Inc.** and may be mailed to:
Radford University Foundation
Suite 2100
6226 University Park Drive
Radford, VA 24141

***Terms of Rental:**

1. Rental of the facility will not be allowed if the event is deemed offensive, vulgar, or inappropriate at the sole discretion of the management.
2. Smoking and/or open flames are not permitted inside the premises.
3. Damage to or theft from the premises is the responsibility of the person signing this contract. Costs associated with any repair or replacement of any items which is the required as a result of this event will be charged to the signer of this document.
4. Alcohol must be served by an ABC licensed 3rd party server, such as a caterer or licensed bartender. Self-serve/self-pour of alcoholic beverages is strictly prohibited.
5. **Any function that is organized by anyone under the age of 25 shall require security personal to be hired by the signer of this document.** The cost of said security is outside of this agreement and is the sole responsibility of the rental party.
6. **Any function where alcohol is being served and has Radford University students present, shall require security personal to be hired by the signer of this document.** The cost of said security is outside of this agreement and is the sole responsibility of the rental party.
7. The rental application shall be deemed filed when the completed application is returned, with a \$100.00 deposit and photocopy of valid driver's license.
8. With the exception of trained service animals for the visually impaired, animals are strictly prohibited inside the facility.
9. Nothing shall be affixed to the walls, doors, ceiling or floor that causes damage to the applied surface. All materials that are hung, tied or otherwise affixed to the said surfaces shall be removed by the rental party immediately upon completion of the event. Failure to remove any fixtures or decoration will result in management removing and disposing of the above, with the cost of such disposal passed on to the rental party.
10. Rental party will be expected to maintain a reasonable level of cleanliness to the facility. Additional cleaning due to the premises being deemed as excessively dirty (ie. Need for professional carpet cleaning, decorations and excess trash left behind, etc.), will be billed to rental party.
11. Violation of the terms of this agreement may result on your event being cancelled, suspended or otherwise terminated, with all payments being forfeited in such event. Should the event be terminated for breach of contract, the rental party shall lose all future rental privileges.

***Contact Numbers:**

- Radford Bike & Paddle Shop (to preview room in person) 540.633.2453
- Facility manager, Doug Walsh 540.440.1422, dwalsh8@radford.edu
- RU Police 540.831.5500

*Your signature signifies that you have read and agree to the rental fee and the terms and conditions of this agreement as they apply above.

Signature: _____

Date: _____