Rising Sun Inn Rental Request

Renting Party Information (complete):

Name:		Organization Name:	
Address:			
Phone Number:			
Email Address:			
Method of Payment	☐ Check ☐ Credit Card		

Event Information (complete):

Type of Event:		Anticipated # of Attendees	
Date:			
Start Time (include setup:		End Time (include cleanup):	
Docent Requested:	☐ Yes ☐ No		

Fees (Do not complete below):

Security Deposit		$225.00
Rental Fee		
☐ Mon – Fri, before 5:00 p.m.	$55.00 per hour	
☐ Mon – Thu, after 5:00 p.m.	$75.00 per hour	
☐ Fri, after 5:00 p.m., Sun & Holidays (up to 6 hours)	$450.00 event per event	
☐ Sat (up to 6 hours)	$700.00 per event	
☐ Photoshoot	$100.00 up to 2 hours, $40.00 per hour thereafter	
☐ Weekend or Holiday (over 6 hours) or Multi-day event	Negotiated Individually	
☐ Guided Tour Docent Fee	$30.00	

Event Fee Total: _____
15% Member Discount on Rental Fee: (_____)
Subtotal: _____
5% Electronic Pay Fee: _____

Total Amount Due: _____

_____ _____ _____
Client Name Signature Date:

_____ _____ _____
FoRSI Board Member Signature Approved

Review, Sign, and Return *Rental Request* and *Rental Terms & Conditions* along with Fees
Make check payable to: Friends of the Rising Sun Inn
Mail check and this form to P O 623 Crownsville, Maryland 21032