

Rising Sun Inn Rental Request

Renting Party Information (complete):

Name:		Organization Name:	
Address:			
Phone Number:			
Email Address:			
Method of Payment	<input type="checkbox"/> Check <input type="checkbox"/> Credit Card		

Event Information (complete):

Type of Event:		Anticipated # of Attendees	
Date:			
Start Time (include setup):		End Time (include cleanup):	
Docent Requested:	<input type="checkbox"/> Yes <input type="checkbox"/> No		

Fees (Do not complete below):

Security Deposit	\$225.00
Rental Fee	
<input type="checkbox"/> Mon – Fri, before 5:00 p.m.	\$55.00 per hour
<input type="checkbox"/> Mon – Thu, after 5:00 p.m.	\$75.00 per hour
<input type="checkbox"/> Fri, after 5:00 p.m., Sun & Holidays (up to 6 hours)	\$450.00 event per event
<input type="checkbox"/> Sat (up to 6 hours)	\$700.00 per event
<input type="checkbox"/> Photoshoot	\$100.00 up to 2 hours, \$40.00 per hour thereafter
<input type="checkbox"/> Weekend or Holiday (over 6 hours) or Multi-day event	Negotiated Individually
<input type="checkbox"/> 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 PO Box 482, Severna Park, Maryland 21146