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 – Thu	$65.00 per hour	
□ Fri, Sun & Holidays (up to 4 hours)	$325.00 event per event	
□ Sat (up to 4 hours)	$500.00 per event	
□ Photoshoot	$150.00 up to 2 hours, $50.00 per hour thereafter	
□ Weekend or Holiday (over 6 hours) or Multi-day event	Negotiated Individually	
□ Guided Tour Docent Fee	$35.00	

** Special Rates available for Non-Profit or Community Organizations **

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

Total Amount Due: _____

_____ _____ _____
Client Name Signature Date:

_____ _____
FoRSI Board Approval Date:

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 1090 Generals Hwy, Crownsville, Maryland, 21032.