

**Lake Ritchie LLC**  
**5305 Lake Ritchie Road**  
**Bealeton, VA 22712**  
[lakeritchiepavilion@gmail.com](mailto:lakeritchiepavilion@gmail.com)  
**540-272-7460**

Pavilion Rental Fee 2024: \$2,000.00 rental fee includes a non-refundable \$250.00 deposit and a \$250.00 refundable security deposit (as long as Pavilion and grounds have no damage).  
2025 Rental Fee currently the same as 2024, any revision will be made before the end of 2024.

Non-Refundable \$250.00 deposit, Rental Fee and Security Deposit \$1750.00 due when Rental Agreement signed.

Liability Insurance: Renters required to provide One Day Event Liability Insurance for no less than \$1,000,000.00 naming Lake Ritchie LLC as one of the insured. If alcohol is served, a rider must be added to this policy for no less than \$1,000,000.00 naming Lake Ritchie LLC as one of the insured. This policy is due 30 days prior to your event.

Rental Hours: 8:00 a.m. until 10:00 p.m. (all must be off premises by 10:00 p.m.)

Rental Fee Includes: Use of Pavilion and grounds immediately surrounding it  
Two restrooms  
200 white metal and plastic folding chairs  
Trash receptacles

Parking: Across from the Pavilion (no parking on grass directly around the Pavilion)

It is Renter's responsibility to set up and take down the day of their event.

Tables and chairs to be put away in the order they were found.

Renter is responsible to haul trash away day of the event (unless clean up option chosen)

No nails, screws, staples or duct tape may be used inside or outside the Pavilion (3m strips only), confetti of any kind. If silk flowers are used, they must be disposed of and not on the grounds of the Pavilion

Absolutely NO Use of Lake Ritchie

No grills or firepits

No fireworks of any kind

No animals unless special exception granted for service dogs

No sub-contracting

Renters are allowed to bring their own caterers. Renter is responsible to make sure their caterer does not damage the kitchen or appliances in any way. Failure to do so, results in loss of Security Deposit and fees to repair damage.

Prior Day: Use of Pavilion the day before for four hours (your choice) \$250.00 due with Rental Fee. If this option chosen, tables and chairs may not be left out overnight.

Clean Up: \$250.00 due with Rental fee. Option includes putting tables/chairs away, cleaning inside and outside of the Pavilion and hauling trash away. We require renters to take their personal decorations/signs with them. Trash must be gathered and put in one area.

Arbor: \$50.00 (due with rental fee)

Payments: We accept cash, checks or cashiers, less than 30 until event cash and cashiers checks only