



Reservation Date: \_\_\_\_\_ Location: \_\_\_\_\_ # of Participants: \_\_\_\_\_

Purpose of Rental: \_\_\_\_\_ Reservation Time (from) \_\_\_\_\_ (to) \_\_\_\_\_

Primary Name: \_\_\_\_\_ Organization: \_\_\_\_\_

Primary Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_ Zip \_\_\_\_\_

Telephone #s (H) \_\_\_\_\_ (C) \_\_\_\_\_ (Email): \_\_\_\_\_

Secondary Name: \_\_\_\_\_ Telephone: (h) \_\_\_\_\_ (c) \_\_\_\_\_

Secondary Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_ Zip \_\_\_\_\_

Entertainment/Caterer/DJ:  Yes  No Specify Type: \_\_\_\_\_ (insurance required)

**Commercial Sales:**  Yes  No **Admission Fee:**  Yes  No **Alcohol:**  Yes  No (not permitted at all locations)

Setup Info: \_\_\_\_\_

The undersigned assures that all information on this Agreement is accurate. The undersigned will comply with the **Prince William County Department of Parks, Recreation & Tourism** rules and regulations and will be responsible for damages or injuries to persons or property resulting from inadequate supervision or carelessness on the part of the users. The **Prince William County Department of Parks, Recreation & Tourism** reserves the right to cancel this Contract for a sufficient and stated reason. The rental individual/group has read & understands all **Prince William County Department of Parks, Recreation & Tourism** rules & regulations as they relate to this rental contract & with contract signature agrees to abide by all.

\_\_\_\_\_  
Primary Signature Date

\_\_\_\_\_  
Secondary Signature Date

\_\_\_\_\_  
Official Staff Signature Date

\_\_\_\_\_  
Manager's Signature Date

Pat White Ben Lomond Community Center				
CHARGEABLES	FEE	# OF HOURS	COMMENTS	AMOUNT
MPR A	\$60.00 per hour			
MPR B	\$30.00 per hour			
Building Supervisor	\$17.00 per hour			
Security Deposit – downstairs	\$100.00			
James Long Park				
	WEEK DAY FEE	WEEKEND FEE		
Large Pavilion	\$147.50	\$295.00		
Small Pavilion #2	\$ 30.00	\$60.00		
Small Pavilion #3	\$ 30.00	\$60.00		
Nokesville Park				
	WEEK DAY FEE	WEEKEND FEE		
Large Pavilion	\$147.50	\$295.00		
Additional				
Alcohol Lease Fee *	\$40.00 + ABC License		*pavilions only	
Rangers	\$50.00 per Ranger/per hour			
			<b>TOTAL AMOUNT DUE</b>	

**FOR ADMIN USE ONLY**

\_\_\_ Cash \_\_\_ Check # \_\_\_\_\_ Visa/MC/Discover/Amex  
Name on Card: \_\_\_\_\_  
CC #: \_\_\_\_\_ Expires: \_\_\_\_\_

**FOR ADMIN USE ONLY**

Balance Amount Paid: \_\_\_\_\_ Date: \_\_\_\_\_  
Balance Amount Due: \_\_\_\_\_ Due Date: \_\_\_\_\_

# PWC PARKS, RECREATION & TOURISM FACILITY RENTAL RULES AND REGULATIONS (Rev. April 1, 2020)

Facility use is based upon the following guidelines as well as a fully completed and approved rental contract. If at any time, the rental individual/group has misrepresented itself or has not adhered to the Prince William County Dept. of Parks, Recreation & Tourism (herein referred to as PWCDPRT) rental policies and procedures, **it will result in forfeiture of contract and all monies involved.** The decision to terminate a contract could be made by either security personnel or PWCDPRT staff on the scene to ensure the safety of patrons, staff, and/or properties.

## GENERAL

Initials: \_\_\_\_\_

- The rental individual/group is solely responsible & shall at all times indemnify and hold harmless the PWCDPRT, their directors, officers, employees and volunteers from responsibility, damage, or liability from all claims, suits and causes of action.
- The rented area is available only on the dates and times specified herein.
- The rental individual/group is only entitled exclusive use of areas that are listed on the contract.
- Loitering is not permitted in the parking lot or outside Center property before, during or after the scheduled event times. No one is permitted to roam outside of rental area.
- Smoking is not allowed inside any PWCDPRT facility.
- All activities will terminate at the specified time in the contract & **must include setup and cleanup times.**
- Cleanup includes removal of all trash and any decorations prior to departure.
- Rental area(s) must be restored to original condition.
- Unlit areas are not available after park closing time. Some PWCDPRT facilities are not available after normal operating hours.
- The contracted person must be present during all hours of the rental & is responsible for the behavior of participants and cleanup.
- The rental individual/group will be billed and agrees to pay for any damages in excess of the deposit.
- The PWCDPRT reserves the right to conduct a background investigation of any rental individual/group.
- PWCDPRT is not responsible for any items stored by rental individual/group.

**ALCOHOL** Manager's Initials (required): \_\_\_\_\_ Initials: \_\_\_\_\_

- Alcohol is permitted by PWCDPRT *at designated sites only and by Virginia ABC Board permit.*
- A separate fee must be paid to the Virginia ABC Board to obtain a permit.
- Any contract involving alcohol must be submitted at least 30 day in advance of rental date.
- To ensure alcohol permit is obtained in a timely manner, *you must apply to the Virginia ABC Board at least 2 weeks in advance of your event.*
- The distribution and/or consumption of alcohol must be contained within the specified rental area and the permit must be posted in plain view (for pavilion rentals: in a roped off area of pavilion). The rental individual/group named on the permit will be responsible for the behavior of person(s) of the group.
- Persons must be 21 years of age to possess, consume, or serve alcohol. The sale of alcohol is prohibited.
- Alcohol will stop being served one hour in advance of the closing of the rental.
- Rental individual/group must adhere to all rules prescribed by the Virginia ABC Board and the PWCDPRT.
- All alcohol must be served from a can or plastic container, no glass bottles or containers.

## SECURITY

Initials: \_\_\_\_\_

- Contracted person must submit a copy of his/her driver's license before signing contract.
- If security coverage is deemed necessary, the PWCDPRT Ranger Division will be notified by a PWCDPRT representative 20 to 30 days prior to the rental and no less than 14 days.

- If security coverage is required, approval of contract is contingent upon the PWCDPRT obtaining coverage. The only type of security coverage allowed is: PWCDPRT Rangers and the PWCDPRT facility's Manager On Duty Staff. **Additional fees may be required for security coverage.**
- The rental individual/group is required to provide their own doorkeeper to check in all invited participants and ensure that only invited guests are allowed admittance. Participants must stay in rented area.

## MINORS

Initials: \_\_\_\_\_

- Rentals with minors (under 18 yrs), the person responsible for the rental must provide chaperons at a ratio of 1 parent/guardian per 10 minors.
- Rentals involving minors may not be approved past 11 p.m.
- All chaperons must be stationed throughout rental rooms, exit doors and must have 1-2 chaperons monitoring front door entrance to check guests as they come and go.
- No one is permitted to roam the Center; **all guests must stay in designated rental area.**

## ADVERTISING

Initials: \_\_\_\_\_

- No form of media advertising for the rental is permitted, e.g. Facebook, Twitter, newspaper, flyers, Internet, radio, TV.
- All rentals must be by invitation only. PWCDPRT may request a copy of the invitation at least one week prior to rental date.

## PAYMENT/FEES

Initials: \_\_\_\_\_

- Indoor contracted fees are ½ down due at signing of contract, with balance due 2 weeks in advance of contracted date. Pavilion rental fees are due at contract signing.
- Checks will not be accepted within 14 days or less of rental date.
- The PWCDPRT reserves the right to withhold a portion of the security deposit if terms of contract are not strictly followed.
- If the area is left in good, clean order, without damages, the security deposit, when applicable, will be returned. The rental individual/group is responsible for cleaning the area after use. Failure to do so will result in loss of the deposit.
- If cancellation is not made 30 days in advance of the scheduled date, 25% or \$25 (whichever is greater) will be forfeited. A \$10 administrative fee will also be applied.
- **If cancellation is not made 14 days in advance of the scheduled date, 100% of the remitted fee will be forfeited.**
- In the event of an organization using the area for commercial sales, the PWCDPRT will receive 15% of the gross revenue in addition to all other fees specified in this contract. This 15% is due within 5 days following rental. A financial statement must be completed to verify revenues. The PWCDPRT reserves the right to prohibit admission fees.
- Inclement weather will not be grounds for a refund.
- The PWCDPRT reserves the right to prohibit admission fees.
- There will be a \$50.00 return check fee for any returned checks.

## MISCELLANEOUS RENTAL INFORMATION

Manager's Initials (required): \_\_\_\_\_

Initials: \_\_\_\_\_

- Live Music (i.e., bands) & DJ's may be allowed with pre-approval from management.
- All approved vendors/amusements must provide a copy of their liability insurance to PWCDPRT designated facility.
- Smoke machines are prohibited.
- PWCDPRT approval must be obtained for any use of open flames during rental (e.g. candles, etc.)
- PWCDPRT reserves the right to control volume of music and to approve any event decoration.

## OVERNIGHTERS (Indoor Only)

Initials: \_\_\_\_\_

- Available at some PWCDPRT sites for non-profit organizations.

## POLITICAL MEETINGS

Initials: \_\_\_\_\_

- The PWCDPRT does not allow any political fundraising on any of its properties. If any political group fails to abide by this rule, the rental will be shut down immediately.