

# FIREMEN'S SPORTS ARENA

## RENTAL AGREEMENT

*This rental application must be completed and returned to the Town Office, along with the deposit and the certificate of insurance purchased from the Town's insurance provider. The date requested is not considered approved or confirmed until all has been received. The applicant must read the Rules and Regulations governing the use of the facility.*

**Rental Cost: \$1,000 rental fee, PLUS applicable security charges (see #2 below)**

**Five hundred dollars (\$500) of the rental fee is due and payable at the time of reservation, and is NON-REFUNDABLE. The remainder is due and payable within 30 days before the reservation. If the remainder of the rental fee is not paid within 30 days before the date of your event, your reservation will be cancelled.**

Initial \_\_\_\_\_

**Date Requested for Use of Facility:** \_\_\_\_\_

**Time of Actual Use** Begin: \_\_\_\_\_ Until: \_\_\_\_\_

**Name:** \_\_\_\_\_

**Name of Organization:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone: (Home):** \_\_\_\_\_ **(Cell or Work):** \_\_\_\_\_ **E-Mail:** \_\_\_\_\_

**Purpose for Use of Facility:** \_\_\_\_\_

**Is the Event for Youth Under 21 Years of Age?** \_\_\_\_\_ Yes \_\_\_\_\_ No

**Approximate Number of People Attending:** \_\_\_\_\_

**Name of Caterer\*:** \_\_\_\_\_

*\*When food and/or beverages are being served, you must select from our list of approved caterers.*

*Caterer Agreement must be signed by both parties and returned to the Town Office 45 days prior to date of event. Initial \_\_\_\_\_*

.....  
**While using Town Property...**

**1. Liability Insurance Information (must be submitted with application and payment):**

Name of Carrier: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

*\*Important- You must furnish written proof of liability insurance to cover the event prior to granting permission to use facility. Failure to furnish written proof of insurance will result in termination of reservation.*

**2. Security:**

Security is required for any event held at the Firemen's Sports Arena. Security is provided by the Farmville Police Department, and the number of officers required will depend upon the number of people attending and the type of event being held. This decision is entirely at the discretion of the Town Manager and/or the Chief of Police. The additional charge for security will be \$30 per hour, per officer.

**3. Alcoholic Beverages\*\*\*:**

Are alcoholic beverages going to be on the property? \_\_\_\_\_

**KEG BEER IS NOT PERMITTED.**

Who will be responsible for alcoholic beverages? \_\_\_\_\_ Client \_\_\_\_\_ Caterer

If Client, do you have or will you obtain an ABC License? \_\_\_\_\_

ABC License may be obtained from Virginia ABC-Lynchburg Office at (434) 582-5136.

\*\*\*Any individuals and organizations renting a Town facility and having alcohol at the event (whether provided or "bring your own") must provide a meal in sufficient quantities to serve each individual attending the event. In addition, at any ticketed event, the event ticket must clearly state that a meal is being provided with the cost of admission. A copy of the caterer's menu must be turned in with the rental application.\*\*\*

**Conditions for Rental of the Fireman's Sports Arena:**

1. All reservations are subject to the approval of the Town Manager. Fees are subject to change at the discretion of the Town Manager or Town Council. All deposits paid are non-refundable.
2. In order for your reservation to be officially confirmed, we require that this form, plus the \$500 deposit charged, be returned to the Town Office. Reservations will be on a "first come, first served" basis. ***NO RESERVATIONS WILL BE MADE OVER THE PHONE.***
3. Applicant must be at least 21 years of age.
4. The Town will not be responsible for supplying any type of equipment needed. All property is rented "as is".
5. Applicant(s) agree to be responsible for any damages caused by you or your group. This is including, but not limited to, the Firemen's Sports Arena and its contents. You will be responsible for the repair or replacement cost of the item(s) damaged or stolen.
6. Do not leave any food, drinks, etc. in the refrigerator(s). If you leave anything in the refrigerator(s), it will be thrown away.
7. **THERE WILL BE ABSOLUTELY NO SMOKING IN THE BUILDING.**
8. Tables and chairs cannot be taken outside for any reason.
9. Place all trash in green roll-out trash bins, located outside the building. Make sure the kitchen is clean and free of food, trash, etc.
10. You must remove any equipment, decorations, food, etc. at the conclusion of your event.
11. The ice machine can be used for your event; however, the Town cannot guarantee that it will be in working order at all times or provide enough ice for your function. Initial \_\_\_\_\_
12. If food or beverages are being served, you must use a caterer from the Town's list of approved caterers. No on-site cooking or "covered dish" food is allowed.
13. There will be NO tape, tacks or nails put on or into the interior or exterior of the Arena building.
14. **Applicant is responsible for sweeping the floors and removing all debris and trash from the Sports Arena. The applicant is also responsible for removing all trash (cans, bottles, paper, etc.) from the parking lot of the Arena immediately after your event.**
15. Applicant agrees to hold harmless the Town of Farmville or any employee or agent acting on behalf of the Town of Farmville and to indemnify them from any claim, demand or action by or on behalf of any person or entity arising out of any activity not sponsored by the Town of Farmville at or on the Town's property that occurs as a result of the rental of the Town Property including, but not limited to, its establishment, construction, use, maintenance, configuration or existence.
16. For any events held at the Sports Arena where there are tickets sold as a condition of attendance, all tickets for the event must be sold **IN ADVANCE**. No events will be held where there are ticket sales "at the door" on the day of the event.

\*Set-up the day before "the confirmed reservation date" is **NOT** allowed. \_\_\_\_\_ (Initial)

\*All food, decorations and equipment **MUST** be removed from the facility once the scheduled event is over. **NO** items can be left at the facility until the next day. \_\_\_\_\_ (Initial)

\* Applicant(s) agree to be responsible for any damages caused by you or your group. You will be responsible for the repair or replacement cost of the item(s) damaged or stolen. \_\_\_\_\_ (Initial)

\*Tables and chairs cannot be taken outside for any reason. \_\_\_\_\_ (Initial)

\*For weekend events, the key **MUST** be picked up by 3:00 p.m. on the Friday prior to the event, or the last work day of the week prior to the event. Failure to return the key on the Monday following the event (or the next business day) will result in an additional \$100 fee. \_\_\_\_\_ (Initial)

**FAILURE TO READ THESE RULES WILL NOT EXCUSE YOU FROM ANY RESPONSIBILITY IN THE CASE OF LOSS OR DAMAGE TO TOWN PROPERTY!!! THE TOWN OF FARMVILLE IS NOT RESPONSIBLE FOR ANY DAMAGE, LOSS, OR INJURY INCURRED WHILE USING ANY OF THE TOWN OF FARMVILLE FACILITIES.**

I have read and understand the terms and conditions for use of the facility. By signing this form, I agree as the applicant to abide by the terms and conditions and understand that I will be held responsible and financially accountable for any damages occurring as a result of my event.

Date \_\_\_\_\_ Applicant \_\_\_\_\_

Date \_\_\_\_\_ Approval \_\_\_\_\_

*If submitting application by mail, send to: Town of Farmville, P. O. Drawer 368, Farmville, Virginia 23901 or Fax: 434-392-3160*