HISTORIC FARMVILLE TRAIN STATION
APPLICATION & RESERVATION CONTRACT

This rental application must be completed and returned to the Town Manager's Office, along with payment and proof of insurance. The date requested is not considered approved or confirmed until all has been received. The applicants must read the Rules and Regulations that governs the use of the facility.

Cost: $150.00
Fees are "Per Use" and entitles to one full day's use of facility.
****Council reserves the right to set "Per Use" fee.***

Date Requested for Use of Facility: _____
Approximate Time of Use: Begin at (include time for set-up): _____ Until: _____
Requester Name: _____
Name of Organization (if applicable): _____
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: _____

While using Town Property…

- **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.*

- **Security:**
  Will security be needed? _____ If yes, by whom? _____
  Security provided by the Town will be at the organization's expense and need to be set up through the Chief of Police.

- **Alcoholic Beverages***:**
  Are alcoholic beverages going to be on the property? _____
  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 by the host or "bring your own") must provide a meal in sufficient quantities to serve each individual attending the event. At our discretion, we may require a menu be provided by the caterer. If self-catered, you must sign an affidavit attesting that you are serving food in adequate quantities for those attending.

THE TOWN OF FARMVILLE IS NOT RESPONSIBLE FOR ANY DAMAGE, LOSS, OR INJURY INCURRED WHILE USING ANY OF THE TOWN OF FARMVILLE FACILITIES.

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 fees paid are non-refundable.

In order for your reservation to be officially confirmed, we require that the form, plus the appropriate fee charged, be returned to the Town Manager's Office prior to the date being requested. Reservations will be on a "first come, first serve" basis. ***NO RESERVATIONS WILL BE MADE OVER THE PHONE***.

Please read the **Rules and Regulations** (listed on back of the application) regarding the use of individual town facilities. Please read it carefully, sign the bottom and return with completed *Application & Reservation Contract*. **FAILURE TO READ THESE RULES WILL NOT EXCUSE YOU FROM ANY RESPONSIBILITY IN THE CASE OF LOSS OR DAMAGE TO TOWN PROPERTY!!!**

***If the event is held on the weekend, the key MUST be picked up by 5:00 pm on Friday or the last work day of the week, prior to the event. Failure to pick up key may result in an additional fee. _____ (Initial)**

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

***All food, decorations and equipments MUST be removed from the facility once the scheduled event is over. NO items can be left at the facility until the next day. Any items left will be thrown away. The Town will not be responsible for items damaged or disposed of after an event. _____ (Initial)**

RULES AND REGULATIONS GOVERNING THE USE OF TOWN PROPERTY

1. By signing the reservation contract and these rules and regulations, you hereby agree to be responsible for any damages caused by you or your group. This is including, but not limited to, damages to the Train Station building and its contents (furniture, appliances, rugs, floors, etc). **YOU WILL BE RESPONSIBLE FOR THE REPAIR OR REPLACEMENT COST (whichever is necessary) OF THE ITEM(S) DAMAGED OR STOLEN.**
2. If any alcoholic beverages are being served, you are responsible for obtaining an ABC license (Virginia ABC-Lynchburg Office at (434) 582-5136). **NO KEG BEER IS ALLOWED IN THE TRAIN STATION.**
3. NO "open to the public" or by ticket sales admission.
4. DO NOT TURN OFF ANY LIGHTS OR APPLIANCES.
5. DO NOT TOUCH THE ELECTRIC PANEL BOX OR ANY SWITCHES IN IT.
6. DO NOT MOVE OR REARRANGE ANY FURNITURE, RUGS OR EQUIPMENT!!! (unless this is approved prior to use)
7. Do not leave any food, drinks, etc. in the refrigerator. If you leave anything in the refrigerator it will be thrown away.
8. **THERE WILL BE ABSOLUTELY NO SMOKING IN THE TRAIN STATION.**
9. Please make sure you clean up after yourselves. Place all trash in the green roll out trash cans outside the rear of the building. Make sure the kitchen is clean and free of food, trash, etc. The building must be cleaned IMMEDIATELY after the event.
10. You must remove any equipment, decorations, etc. belonging to you or your group as soon as you finish using the facility, unless other arrangements are made. There may be other groups using the Station after you.
11. If the event is catered, the name, address and telephone number of the caterer is required. The Town reserves the right to refuse use of the facility if the caterer has been a problem in the past with clean up of the facility.
12. **The Town of Farmville will not be responsible for supplying any type of equipment, tables or chairs needed. All property is rented "as is".**
13. If all of the above conditions are met and your reservation is approved, you may pick up the key for the selected town property at the Town Manager's Office on the day of the event. **If the event is held on the weekend, the key must be picked up on the Friday prior to the event.** The Town Manager's Office is not open on weekends. All keys must be returned on the first business day following the event.
14. The Train Station shall not be used for any events for which an admission charge or entry fee is required for admittance or attendance.

FAILURE TO READ THESE RULES WILL NOT EXCUSE YOU FROM ANY RESPONSIBILITY IN THE CASE OF LOSS OR DAMAGE TO TOWN PROPERTY!!!

The user 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.

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 fiscally accountable for any damages occurring as a result of my event.

Date _____ Applicant _____

Date _____ Approval _____

If returning application by mail, mail to:

Town of Farmville, Town Manager's Office; P. O. Drawer 368, Farmville, Virginia 23901 or Fax: 434-392-3160