

Farmville Municipal Golf Course

Banquet Room Rental Agreement

This rental application must be completed and returned to the Town Office along with payment and proof of insurance. 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: \$800 base rental fee, plus \$250 deposit (non-alcohol event) OR \$500 deposit (alcohol event), PLUS \$30 per hour security charge (alcohol event)

The entire amount of base rental fee, plus the appropriate deposit, is due and payable at the time of reservation.

- This agreement does not give access to the pool, golf course or outside facility.
- Fees are "per use" and entitle use of facility for four (4) hours, not to exceed 10:00 p.m. Use of the facility after 10:00 p.m. must be approved by the Town Manager and will result in additional charges.
- Your deposit, minus any applicable security charges, will be refunded if conditions are met as agreed in this contract. Initial _____

Date Requested for Use of Facility: _____

Time of Actual Use (limited to four (4) hours): 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**):

**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. Initial _____*

Name of Carrier: _____

Address: _____

Phone Number: _____

2. Security:

If you are serving alcohol at your event, there will be a mandatory charge of \$30 per hour for security provided by the Town of Farmville. Security fees will be deducted, in one hour increments, from the refund of your deposit.

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 Farmville Municipal Golf Course Banquet Room:

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 fees paid are non-refundable.
2. In order for your reservation to be officially confirmed, we require that the form, plus the appropriate fee charged be returned to the Town Office no later than 30 days prior to the date being requested. 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. NO "open to the public" or by ticket sales admission.
6. Applicant(s) agree to be responsible for any damages caused by you or your group. This is including, but not limited to, the Municipal Golf Course Facility, the Banquet Room and its contents. You will be responsible for the repair or replacement cost of the item(s) damaged or stolen.
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 BUILDING.**
9. Banquet room tables and chairs cannot be taken outside for any reason.
10. 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.
11. You must remove any equipment, decorations, food, etc. at the conclusion of your event.
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. 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.
14. The banquet room shall not be used for any events for which an admission charge or entry fee is required for admittance or attendance. 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 and may result in loss of security deposit. _____ (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)

*Banquet room tables and chairs **cannot** be taken outside for any reason. _____ (Initial)

*This agreement does not give access to the pool, golf course or outside facility. _____ (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.

Initial _____

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