



Reservation Date: _____ Location: _____ # of Participants: _____
 Purpose of Rental: _____ Reservation Time: _____
 Primary Name: _____ Organization: _____
 Primary Address: _____ City: _____ State: _____ Zip: _____
 Telephone: H _____ C _____ Email: _____
 Secondary Name: _____
 Telephone: H _____ Cell _____ Email: _____
 Secondary Address: _____ City: _____ State: _____ Zip: _____
 Entertainment / Catering / DJ (insurance required): Yes ___ No ___ Specify Type _____
 Commercial Sales: Yes ___ No ___ Admission Fee: Yes ___ No ___ *Alcohol ___ (*not permitted at all locations)
 Set Up 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 and 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.

FOR OFFICE USE ONLY

CHARGEABLES	WEEK DAY FEE	WEEKEND FEE	AMOUNT	COMMENTS
Large Pavilion	\$137.50	\$275.00		
Tent #1	\$ 77.50	\$155.00		
Tent #2	\$ 77.50	\$155.00		
Small Pavilion	\$ 30.00	\$ 60.00		
Pavilion Field (#7)		\$ 25.00/ hr.		
Pool Tent				
Pool/Grassy Area				
Cloverdale Large #4	\$ 35.00	\$ 70.00		
Cloverdale Small #1, #2, #3	\$ 30.00	\$ 60.00		
Rangers	\$50/per Ranger/per hour			
Alcohol Lease Fee		\$ 40.00		

FOR ADMIN USE ONLY

Total of Rental: _____
 Amount Paid: _____ Date: _____ Payment Type: ☐ Check ☐ Cash ☐ Credit Card
 Amount Paid: _____ Date: _____ Payment Type: ☐ Check ☐ Cash ☐ Credit Card

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 days 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.