



Up to
250
people

5,000
square feet
of space

KGPR King George
Parks & Recreation

CITIZENS CENTER RENTAL APPLICATION



(540)775-4386



rentals@kgparks.org



www.kinggeorgecountyva.gov/1151/Parks-Recreation



8076 Kings Highway, King George, VA 22485

General Rental Rates

	Whole Hall	Half Hall (north or south)	Outdoor Space/ Parking Lot	Conference Room	Early Drop Off of Equipment	Late Pick- Up of Equipment
Rate	\$90/Hour	\$60/Hour	\$60/Hour	\$30/Hour	\$50	\$50

Certified 501(c)3 Non-Profit Rental Rates

	Whole Hall	Half Hall (north or south)	Outdoor Space/ Parking Lot	Conference Room	Early Drop Off of Equipment	Late Pick- Up of Equipment
Rate	\$45/Hour	\$30/Hour	\$30/Hour	\$15/Hour	\$25	\$25

Capacity

	Whole Hall	Half Hall (north or south)	Outdoor Space/ Parking Lot	Conference Room
Banquet Style Capacity (tables and chairs)	250	120	-	8
Theater Style Capacity (chairs only)	300	150	-	-

Security Deposits

	Alcohol License	No Alcohol
General	\$200	\$100
Certified 501(c)3	\$200	\$100

Citizens Center Hours

	Monday – Thursday	Friday	Saturday, Sunday, & Holidays
Rental Hours	8:00 a.m. – 10:00 p.m.	8:00 a.m. – 12 midnight	8:00 a.m. – 12 midnight
Office Hours	8:00 a.m. – 7:00 p.m.	8:00 a.m. – 4:30 p.m.	Office Closed

Applicant Contact Information

Applicant Name:		Application Submission Date:	
Telephone Numbers:	(C)	(H)	(W)
Email Address:			
Mailing Address:		City/County:	State:
			Zip Code:

Organization Contact Information (if applicable)

Organization Name:			
Organization Telephone Number:			
Organization Email Address:			
Organization Mailing Address:		City/County:	State:
Is the Organization a 501(c)3 Non-Profit? YES NO		EIN for 501(c)3 verification:	

Additional Contact Information (if applicable)

Name:	Alternate person authorized to make changes to application	Decorator	Caterer
Telephone Number:			
Email Address:			

Rental Activity Information

Date(s) Requested (MM/DD/YYYY): (if multiple dates are required, please list)	<i>NOTE: 4 Hour Minimum for Weekend and Evening Rentals</i>			Type of Activity/Event:	Space Requested: (south/ north/ whole/etc.)	Estimated Attendance: (see "Fire Code" for details)
	Starting Time: (8am earliest)	Ending Time: (12am latest)	Total Hours:			
(1)						
(2)						
(3)						

*NOTE: Applicants must include all time needed for setup and teardown in the requested hours, as
renters/guests/caterers/vendors/decorators/etc. will not be granted access to the facility outside confirmed
reservation hours. Also, events during operating/office hours may have other events taking place simultaneously.*

Rental Details

Yes	No	
		1) Will alcohol be served? * See Procedures and Restrictions, "Alcohol"
		2) Will the event be open to the public? (A private event requires a guest list and invitations.) * See Procedures and Restrictions, "Rental Restrictions"
		3) Is there a cost to attend the event, is there a cash bar, or are donations suggested?
		4) Is the activity intended to be a fundraising venture?
		5) Will the event be advertised or marketed, including social media outlets? (If so, all such advertisements and marketing materials must be shared with Parks & Recreation staff)
		6) Will there be a DJ or live entertainment? * See Procedures and Restrictions, "Rental Restrictions"
		7) Will any outdoor cooking equipment be used? (Grill, smoker, etc.) * See Procedures and Restrictions, "Outdoor Cooking Equipment"
		8) Will there be a bounce house or other inflatables? * See Procedure and Restrictions, "Moon Bounces and Inflatables"
		9) Will outside rental furniture, staging, or other items be used? * See Procedures and Restrictions, "Equipment"

Available Equipment

(Equipment must be requested in advance, and access may be limited unless reserved.)

Item	# Available	# Requested
60" Round Tables	25	
36" x 72" Rectangular Tables (metal)	40	
36" x 72" Rectangular Tables (plastic)	10	
32" Cocktail Tables	6	
24" x 48" Rectangular Tables (plastic)	2	
Grey Folding Chairs	300	
Blue Shell Chairs	90	
Microphone (portable)	2	
Wooden Podium	1	
Use of PA System	1	

Special Requests or Needs

Please list or explain any special requests or needs here:

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Procedures and Restrictions

PLEASE INITIAL EACH POLICY INDICATING THAT YOU HAVE READ IT AND AGREE TO THE TERMS.

	Age: Applicant must submit their government issued photo ID at the time of submittal of the contract. Applicants must be at least 25 years of age to rent with King George County. Accepted types of ID include Driver's License, Walker's ID, and Passport. There must be at least one adult (age 25+) for every 20 minors at an event.
	Alcohol: A banquet license must be obtained and posted throughout the event. Alcohol may only be consumed as listed in the license. All VA ABC regulations must be enforced by the licensee. Alcohol service must end either one hour prior to the end of the reservation or 11:00 p.m., whichever is earlier. Banquet licenses take a minimum of 10 days to receive, to apply: https://www.abc.virginia.gov/licenses/get-a-license/banquet-licenses . Once the alcohol license has been obtained, it should be mailed to our office (P.O. Box 71, King George VA 22485), emailed to our office (rentals@kgparks.org) or dropped off at our office in person.
	Appointments: If you wish to view this facility for a potential rental, please call 540-775-4386 or e-mail rentals@kgparks.org . It is also recommended to schedule an appointment to test any audio/visual connections prior to your event.
	Animals: Other than Service Animals (see below), animals are not permitted without the approval of the Recreation Operations Manager.
	Arrival at the Hall: Facility management must be informed of the arrival time of the first guest/vendor. Allow enough time for vendors to set up and clean up when establishing rental time. Your contracted time is the time you will be allowed access to the space(s) you have rented. Caterers and others must be instructed not to arrive before the contracted rental time. Deliveries of rental equipment, cakes, flowers, etc., must be made during the rental period unless Early Drop Off/Pickup/Storage has been paid for and scheduled. See "Early Drop Off/Storage/Pickup" below.
	Artwork: The artwork in the building remains up during ALL events.
	Authorization: Either the applicant or one of the authorized persons MUST be able to perform a walkthrough and sign the event report after the event has ended, and all events will include an event report.
	Cancellations: (1) If a request for cancellation is sent in writing (e-mail is acceptable) 60+ days prior to the event date, applicant will receive a full refund minus a \$100 processing fee. (2) If the request for cancellation is sent in writing (e-mail is acceptable) between 31 and 59 days prior to the event date, applicant will be refunded no more than 50% of total fee due and the security deposit, or the applicant may choose to switch their date with no penalty. (3) If the request for cancellation is sent in writing (e-mail is acceptable) 30 days or less prior to the event date, applicant will be refunded the security deposit only, or the applicant may choose to switch their date for a processing fee of an additional 25% of the total reservation fee, not including the security deposit or a la carte items.
	Certified 501(c)3 Non-Profits: Organization must provide proof of 501(c)3 status, such as their EIN.
	Damages: Applicant is responsible for all damages to the property and equipment incurred by the applicant, their guests, and their vendors. Damages will be deducted from the security deposit. If costs for damages exceed the security deposit, applicant will be billed or card on file will be charged.
	Decorations: No decorations or other items may be tacked, nailed, or affixed in any way to the walls or any other surface of the building inside or outside unless affixed with blue or tan painter's tape. No birdseed, rice, glitter, confetti, real flower petals on the floors, silly string, sparklers/fireworks, etc., may be used inside or outside of the building. No bubbles are allowed inside the building. <u>No fog machines of any sort or dry ice machines are allowed inside the building.</u> Balloons are not to be released outdoors (Code of VA, 29.1-556.1). Failure to abide by these regulations will result in partial or full loss of security deposit.
	DJs, Bands, and Amplified Music: <i>There will be no for-profit events permitted that feature DJs, bands, or live entertainment.</i>
	Doors: Doors leading to the outside may NOT be propped open. Doors may not be blocked by any set-up for safety reasons. Building Supervisors have the authority to request changes to any setup deemed to be a safety or fire hazard.
	Early Drop Off/Storage/Pickup: Drop off must be scheduled the weekday before the event or the morning of the event (dependent on venue's rental schedule). Drop off must be scheduled through the Recreation Operations Manager (rentals@kgparks.org) one month prior to the reservation date. Drop off items must fit in Warming Kitchen with the exception of vendor delivery. Drop off may not last more than one hour. No setup may be done during drop off. Pickup of vendor deliveries must be scheduled through the Recreation Operations Manager and will need to be done and completed between 8:00 a.m. and 11:00 a.m. the weekday after the event. Pickup for any of the applicant's/group's items must be scheduled through the Recreation Operations Manager for a one-hour timeslot between 8:00 a.m. and 11:00 a.m. the weekday after the event.
	Equipment: King George County's equipment must remain inside. Any tables, chairs, etc. needed for outside must be rented through an independent vendor or have the approval of the Recreation Operations Manager. The use of rental equipment must be approved by the Recreation Operations Manager at least 14 days prior to the event.
	Exclusive Use of Facility: No event has exclusive use of the facility during Citizens Center office hours. During hours when the office is closed, Parks & Recreation reserves the right to schedule events in other rooms during any rental unless the "whole hall" is rented.
	Failure to Comply: Failure to comply with these policies and conditions will result in immediate termination of the event and forfeiture of the reservation fee and security deposit.

	Fire Code: Failure to comply with the fire code "Capacity" in each room (found on page 2) will result in immediate termination of the event and forfeiture of fee and security deposit. If the fire alarm is activated due to the use of a fog machine, open flame, or similar device that is prohibited by these policies, an additional \$250 damage fee will be charged to the renter.
	Holidays: The venues in King George County are not available for reservations on Christmas Day, Thanksgiving Day, Fall Festival Weekend, and Independence Day. Holiday decorations, including a Christmas tree, will be on display from the fourth week of November through the first week of January.
	Inclement Weather/Conditions: The King George County will do everything in its power, within reason, to accommodate events throughout inclement weather and unforeseeable situations. Certain instances may arise in which it is unsafe for County staff to travel to the venue in question to open for the rental. In these instances, applicants will be afforded the opportunity to reschedule their event (subject to availability) or cancel with no penalties rendered.
	Installments: For reservations made at least 90 days in advance, the reservation fee may be paid in installments. In this case, the security deposit and at least 50% of the total reservation fee must be submitted. The remaining 50% of the reservation fee may be paid in two additional payments, one due 60 days prior to the event for 25% of the total fee, and one due 30 days prior to the event for the remaining 25% of the total fee, at which time the total fee will have been paid. Late installment payments will be charged an additional 5% penalty of the balance due per business day that they are late.
	Liability/Injuries: Applicant is responsible for all injuries to guests. Upon evaluation of the nature of the rental, the County may require the User to furnish a "Certificate of Insurance for Public Liability Insurance" in the limit of \$1,000,000. The applicant will save harmless the King George County, the lessor and the County's and lessor's officers, employees, and agents on any and all claims whatsoever arising out of the use of the Citizens Center, including any liability for death, personal injury or property damage, where incurred by the lessor, lessee (or member if lessee is an organization or group) or any and all third parties.
	Modification: County reserves the right to modify procedures, restrictions, and related guidelines as necessary.
	Moon Bounces and Inflatables: Moon bounces and other amusement rides must have a permit from the Department of Community Development. (540-775-7111)
	Noise Ordinance: Renters agree to adhere to the King George County noise ordinance. Violation of the noise ordinance can be grounds for termination of the event, with forfeiture of reservation fee and security deposit.
	Open Flames: Any flames rising higher than their container are not permitted. Sparklers and other types of fireworks are not permitted inside or outside the building.
	Outdoor Cooking Equipment: Outdoor cooking equipment must be approved by the Recreation Operations Manager. If approved, the equipment must be kept away from the building (staff will direct you to the appropriate spot). Equipment owners must list King George County as additionally insured on their insurance policy and this policy must be presented to staff prior to the event date. A fire extinguisher must be kept with the cooking equipment at all times.
	Parking: Parking in fire lanes and double parking are not permitted. Please observe parking signs for posted regulations.
	Permit Modification: Customer must fill out a permit modification form to amend permits in any way. Permit modifications must be made at least 14 days prior to the reservation. All charges are due upon change if within 30 days of the payment period.
	Personnel: The County will provide a Building Supervisor to monitor the Citizens Center for all rentals.
	Police: Renters are not permitted to provide their own private security. If a renter would like to request a police presence, they would need to coordinate this through the Parks and Recreation department and pay any associated fees.
	Rental Restrictions: The County will not permit the following events to take place: <ol style="list-style-type: none"> 1. Non-County residents hosting events open to the public unless they are classified as a non-profit, business, or government entity. 2. Rentals that are open to the public with live entertainment and require a fee (i.e. cover charges, pre-sale tickets)
	Reservations: Applications for reservations will be accepted on a first-come, first-served basis. The County reserves the right to cancel reservations if agreement circumstances change or for a reasonable cause. All fees are due 30 days prior to the event date. An applicant must be at least 25 years of age and accept responsibility for supervision throughout the period covered by the agreement. Proof of age is required. Rentals are taken beginning July 1 each year for the next calendar year. Name(s) of person(s) who will be on the scene and in charge during the rental must be identified to the Building Supervisor present. Only those parties specified by the applicant, in addition to the applicant, will be permitted to make additions or changes to the signed agreement. Any unused time within the reserved hours will not be refunded.
	Restroom Facilities: The Citizens Center provides ADA compliant restrooms.
	Sale of Items: The sale of items, including refreshments, must be approved by the Recreation Operations Manager at the time of the reservation application. Parks & Recreation will inform the Commissioner of the Revenue for taxing purposes.

	Security Deposit: Security Deposit is due up front and will be reimbursed upon satisfactory completion of the agreement. Security Deposit must be paid with cash, check, or major credit card/debit card (Amex, Mastercard, Discover, Visa). The remaining balance may be paid by credit card/debit card, cash, or check. Charges for damages, lack of required cleaning, time overages, or violation of the agreement, will be deducted from the deposit. Applicants exceeding their reserved time will be charged the applicable hourly rate. Any charges in excess of the deposit will be billed to the applicant or card on file will be charged. The security deposit is refunded to the individual/organization that made payment. Credit cards used to pay for the security deposit will be automatically charged for full payment 30 days prior to the event unless the applicant specifies that they wish to pay in a different form. The same card used to pay for the deposit will be refunded after the event assuming that there is no damage, and all policies are followed. Provided there are no charges against a deposit by check, that check will be destroyed within one week of the end of the event.
	Service Animals: Service Animals as defined by the ADA (https://adata.org/publication/service-animals-booklet) are permitted, but Emotional Support Animals and/or Comfort Animals are not permitted.
	Setup & Clean-up: The diagram of your setup must be turned in at least 5 business days prior to your rental. All A/V and sound requirements must be established at this point also – no exceptions. Last minute additions may not be able to be accommodated. County staff will assist with the use of KGPR A/V equipment upon arrival. If your event requires a transition in the layout (i.e., switching from ceremony setup to reception setup) the applicant should have multiple people designated to help if they would like the switchover to happen in an efficient manner. Applicants must include any time they may need to set up or clean up in their reservation hours. Applicants and their guests/vendors will not be granted access to rented areas until the start time on the contract. Vendors may include caterers, event planners, photographers, etc. The applicant or applicant's decorator will be responsible for setup that ensures minimizing the chance of damage to the building, grounds, driveway, and walkways. TABLES MUST BE LIFTED ON BOTH ENDS TO BE MOVED, AND DRAGGING TABLES IS STRICTLY PROHIBITED. Protective covering or bar mat must be put on the floor at points where beverages or ice containers are located. All liquids and/or ice must be contained in watertight containers (not trash bags). The applicant or applicant's caterer must remove all food, equipment, and property during the reserved hours. All trash and decorations must be cleaned up and placed in designated trash receptacles. The County will provide trash receptacles and bags. The building must be left in the same condition it was found in (including hallways, restrooms, and Warming Kitchen). All event activities, including all clean-up, must end by 12:00 a.m. All guests must vacate by the end of the reserved hours. Any unused time within the reserved hours will not be refunded.
	Smoking: Smoking is not permitted inside the building. Smoking is permitted outside the building, but smokers must be at least 25 ft from public entrance doors. Smokers must use ash urns provided on site.
	Violation of Law: Violation of any laws prevailing in King George County by any person while in attendance will be sufficient grounds for termination of the event, with forfeiture of fee and security deposit.
	Warming Kitchen: The Warming Kitchen is equipped with a refrigerator, microwave, sink, warming oven, small ice machine, and prep space. The Warming Kitchen is solely for warming and preparing dishes. No cooking is permitted.

COMPLIANCE

The applicant will use the premises exclusively for the use stipulated above and will assume complete responsibility for all activities connected to the use of the venue. The applicant will comply fully with all federal, state, and local laws and regulations governing the premises and conduct of the lessee and its guests.

COURT ENFORCEMENT

The applicant will save the King George County, the lessor and the King George County's lessor's officers, employees, and agents completely harmless on any and all claims whatsoever arising out of the use of the Citizens Center including any liability of death, personal injury or property damage, whether injured by the lessor, lessee (or member if lessee is an organization or group) or by any and all third parties.

PAYMENT AND RESERVATION

This agreement, accompanied by fee, deposit, and ID, must be signed by the applicant (who must be 25 years or older) and approved by King George County before the reservation can be confirmed. Security Deposit may be paid with a major credit card/debit card (Amex, Mastercard, Discover, Visa), cash, or check. The remaining balance may be paid by credit card/debit card, cash, or check. Full payment is due 30 days prior to the rental date. At this time, the credit card used to pay for the security deposit will be automatically charged unless instructed otherwise by applicant. I have read this agreement and agree to abide by their terms.

Signature of Applicant:

Date:

Payment Information

Last 4 Digits of Credit Card #:	Expiration Date:	Security Code:
Cardholder Name:	Cardholder Email Address:	
Cardholder Address:	Cardholder Phone #:	
I authorize King George Parks & Recreation to charge my card for the above rental.		
Signature of Cardholder: _____		Date _____

Mailing address for payments and application submissions made by mail:

Recreation Operations Manager
 King George County Parks and Recreation Department
 P.O. Box 71
 King George, VA 22485

Parks & Recreation Staff Use Only

Security Deposit Information

Deposit Amount: _____	Deposit Location: _____	Deposit Received Date: _____	
Deposit Type: Cash _____	Check _____	Credit Card _____	Deposit Received By: _____
For renters picking up cash or check deposits:		Staff Witness: _____	
Name (print): _____		Signature: _____	Date: _____

Reservation Fee Information

Rental Hours: _____	Rental Rate: _____	Total Fee: _____
Payment #1 (minimum 50% of Total Fee) (due with application): _____		Payment Date: _____
Payment Type: Cash _____ Check _____ Card _____ Remaining Balance (if applicable): _____		
Payment #2 Due Date (due 60 days before rental): _____		Paid? <input type="checkbox"/> Amount Paid: _____
Amount Due (minimum 50% of Remaining Balance): _____ Payment Date: _____		
Payment #3 Due Date (due 30 days before rental): _____		Paid? <input type="checkbox"/> Amount Paid: _____
Amount Due (all remaining fees): _____ Payment Date: _____		
Event Approved: _____ Date: _____		

- Applicant's ID Checked and Age Verified
- Reservation Entered into CivicRec
- Reservation Entered into the Reservation Binder
 - Receipt Attached
- Reservation Application Reviewed by Recreation Operations Manager