



RENTAL APPLICATION AND AGREEMENT

Applicant Information:

Applicant/Responsible Party Name: _____

Street Address: _____ City, State, & Zip: _____

Mailing Address, if different than above:

Primary Contact Name: _____ E-mail Address: _____

Telephone: _____

Secondary Contact Name: _____ E-mail Address: _____

Organization/Company Name*, if any: _____ *Is this organization a non-profit?
Yes () No ()—If yes, please attach a copy of your Exemption Certificate.

Event Information:

Name of Event: _____ Number of Guests: _____

Date of Event: _____ Time of Event From: _____ To: _____

Set Up/Arrival Time: _____ Departure Time: _____

Location Requested:

Pearisburg Community Center ()

Cafeteria () Gymnasium () Auditorium () Room #2 () Room #3 () Front Lawn () Shelter ()

Pearisburg Fire Department ()

Community Room and Kitchen ()

Whitt River Bend Park ()

Shelter () Campsite #1-#4 () Campsite #5-#7 ()



Type of Event (Check all that apply):

Free & Open to the Public () Ticketed Public Event () Ticketed/Invite Only Private Event () Theatrical Performance () Concert () Market () Other () Catered** () Food but Not Catered ()

**If Catered, please attach a completed copy of the Caterer's Responsibilities Form and ensure that your caterer retains a copy.

Will you be needing chairs, tables or other furniture and/or equipment for this event? Yes () No ()

Will you be bringing in decorations? Yes () No ()

Instruments? Yes () No ()

If you answered yes to any of the three previous questions, please provide details here:

Third-Party Listings:

Please list business name, contact name, and phone number for any third-party companies you will be working with in the space for this event.

Caterer:

Rental Company:

Florist:

Other (i.e. musicians, vendors, etc. Attached a separate sheet if necessary.):

Town of PEARISBURG Virginia

Rates & Fees:

Location	Area Requested	Fee
Whitt Riverbend Park	Campsites 1 through 4	Up to four people at \$15 per night
Whitt Riverbend Park	Campsites 5 through 7	Up to 11 people at \$40 per night
Whitt Riverbend Park	Picnic Shelter	\$30
Pearisburg Community Center	Gym, Cafeteria, Auditorium, Room #2, Room #3	\$175
Pearisburg Community Center	Gym, Cafeteria, Auditorium, Room #2, Room #3 with front lawn	\$200
Pearisburg Community Center	Front Lawn	\$50
Pearisburg Community Center	Front lawn with building access for Restrooms	\$75
Pearisburg Community Center	Cafeteria	\$50
Pearisburg Community Center	Gym without floor covering	\$50
Pearisburg Community Center	Special events at the gym	\$70
Pearisburg Community Center	Gym and Cafeteria without covering	\$75
Pearisburg Community Center	Gym and Cafeteria with covering	\$95
Pearisburg Community Center	Classroom #2 with air conditioning	\$25
Pearisburg Community Center	Classroom #3	\$25
Pearisburg Community Center	Auditorium	\$50
Pearisburg Community Center	Auditorium and Cafeteria	\$75
Pearisburg Community Center	Community Center Picnic Shelter	\$40
Fire Department	Fire Hall Community Room and Kitchen	\$100

Town of PEARISBURG Virginia

By signing this Rental Application and Agreement, I hereby acknowledge that I have received, reviewed, and agree to abide by all Rules and Regulations for the use of Town of Pearisburg facilities. Any violation of any rule or regulation may result in the termination of my event and forfeiture of all fees paid.

IN WITNESS HEREOF, each of the parties hereto signed have duly agreed to and executed this Agreement under seal as of the day and year below written.

Signature of Applicant/Responsible Party _____ Date _____

RULES & REGULATIONS:

1. The Town of Pearisburg's first concern is the preservation of its facilities and its contents.
2. Permission to use the facility shall be granted only with the full understanding that the renter will assume full responsibility and will reimburse the Town of Pearisburg for any and all damage to the building or its contents resulting from such use.
3. The Town of Pearisburg is not responsible for any personal property brought into the building by renters, guests, or other third parties.
4. Alcoholic beverages and smoking are not permitted anywhere in the building, including the restrooms, or within 50 feet of the building.
5. No animals, except service animals, are permitted in the building.
6. Open flames are strictly prohibited, this includes: candles, incense, liquid propane and Sterno heated chafing/buffet containers, space heaters etc. Only electric warming plates are permitted, under supervision.
7. No items should be pushed or pulled across the hardwood floors. Water, ice buckets, or anything with condensation should not be placed directly on the hardwood floors.
8. Catering services, if applicable, must be listed on the Rental Agreement and Application. Caterers must sign the Caterers Responsibilities Form and be approved by the Town of Pearisburg at the time of application.
9. Entertainment arrangements must be outlined on the Rental Agreement and Application and must be approved by the Town of Pearisburg.
10. Sound: The Town of Pearisburg is not responsible for noise interference from performances, scheduled or impromptu, or other potentially disruptive activities in the public spaces around the building.
11. Changeability: The Town of Pearisburg reserves the right to cancel or make changes to all agreements with a minimum of 30 days' notice. All changes or notification of cancellations will be made in writing and attached to this agreement with both parties initialing the changes. Furthermore, the Town of Pearisburg reserves the right to cancel or postpone any event at any time due to weather or community health emergencies
12. Indemnification: Renter hereby holds harmless and indemnifies the Town of Pearisburg, its agents and employees from and against any and all claims, losses, damages, demands, actions, costs, expenses (including

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reasonable attorneys' and other professional fees) or other liabilities arising from its use of the facilities, unless due to blatant negligence of the Town of Pearisburg Management and/or its staff.

13. Attestation: The renter hereby attests that they are over 21 years of age, will be present for the duration of the event, and takes full responsibility for the behavior of guests/attendees, securing any and all required details and licenses, and proper execution of the event in accordance with the rules and regulations outlined within this agreement. Renters who do not follow the guidelines listed within this contract agreement or who cause damage to the building, forfeit their security deposit and will be billed for any specific damages, trash removal or extra hours required of staff.