

Facility Rental Application

This facility rental application must be completed and returned to Louisa County Parks, Recreation & Tourism Department at least thirty (30) days, but not more than six (6) months, before the date requested.

All rental applications and payment transactions for this facility rental are accepted at the Parks, Recreation & Tourism Office located at 522 Industrial Drive, Louisa, VA 23093 during normal business hours of Monday through Friday; 8:30 a.m. to 5:00 p.m. If you have any questions during normal business hours, please call us at 540 967-4420.

Facility	Maximum Capacity	3 Hour Minimum	Deposit	Maximum Tables & Chairs Available
BQC Great Room	150	\$50 per hour	\$100	20 Tables ~ 150 Chairs
BQC Gym	400	\$50 per hour	\$100	20 Tables ~ 150 Chairs
BQC Craft Room	20	\$20 per hour	\$20	4 Tables ~ 20 Chairs
BQC Meeting Room	25	\$20 per hour	\$20	4 Tables ~ 25 Chairs
Louisa Town Park Pavilion	75	\$20 for 3 hours	\$25	N/A
Buckner Bumpass Park Pavilion	50	\$20 for 3 hours	\$25	N/A
BQC Pavilion	50	\$20 for 3 hours	\$25	N/A
BQC Pavilion Birthday Party Package	30	\$45 for 2 hours	\$10	N/A 10-visit child pool pass 5 free adult pool passes
BQC Pavilion	50	\$20 for 3 hours	\$25	N/A
Louisa County Aquatic Facility After Hours Reservation		\$200 for two hour maximum after hours	\$0 Refunded	N/A

Applicant Information (MUST be 21 years of age, or older, to reserve the facility)

Name: _____ Email: _____

Mailing address: _____ City: _____ Zip: _____

Phone (H): _____ (W): _____ (C): _____

Event Information (information must be complete for reservation to be processed)

Date of Event: _____ Nature of the event: _____

Facility Requested: _____

Rental time: From: _____ AM/PM To: _____ AM/PM Total Hours: _____

*****Rental Times MUST Include Set-Up Time and Take Down/Clean Up Time*****

Betty Queen Center Facility Rental Only: Tables Needed: _____ Chairs Needed: _____

Applicant Name: _____ Email: _____
Phone (H): _____ (C): _____

Facility: _____ Date of Event: _____
Total Hours: _____ Facility Rental Rate: \$ _____/hour **Facility Rental:** \$ _____
Deposit: \$ _____
Total: \$ _____

Facility: _____ Date of Event: _____
Total Hours: _____ Facility Rental Rate: \$ _____/hour **Facility Rental:** \$ _____
Deposit: \$ _____
Total: \$ _____

Facility: _____ Date of Event: _____
Total Hours: _____ Facility Rental Rate: \$ _____/hour **Facility Rental:** \$ _____
Deposit: \$ _____
Total: \$ _____

Total Amount Due _____

Paid By: _____ Cash _____ Check (#: _____) _____ Credit Card Staff: _____

WAIVER OF LIABILITY

The applicant releases and forever discharges Louisa County, its Board Members, officers, agents and employees from any and all liability arising out of, or in any way connected to, the applicant's use pursuant to this Facility Rental Contract.

It is the applicant's responsibility to ensure that all individuals involved in the facilitation of the event and all guests in attendance adhere to the terms of the Facility Rental Contract. By signing below, the applicant acknowledges that he/she has read and understands the policies and fees established by Louisa County Parks, Recreation & Tourism and set forth in the Facility Rental Contract Overview for the reservation and use of the facility.

I, _____ (Name of applicant), acknowledge that I have received, reviewed, and agree to the terms of the Facility Rental Application, Fee Schedule, and Facility Rental Contract.

Signature of applicant: _____ **Date:** _____

Applicant Requirements

Applicant **MUST** be 21 years of age or older to reserve the facility. Please attach a copy of your driver's license (or other form of government-issued identification that includes address, date of birth, and photograph) to this application. Applicant **MUST** be on-site during the event at all times.

GENERAL POLICIES

- Alcohol is PROHIBITED at all Louisa County Parks, Recreation & Tourism facilities.
- Smoking is PROHIBITED at all Louisa County Parks, Recreation & Tourism facilities.
- Children must be under adult supervision at all times while at the facility rental event/area.
- The applicant must remain on-site throughout the entire event.
- Pavilion rentals are daylight hours only/BQC rentals must be cleaned up and out of building no later than 11 p.m. on Friday and Saturday and/or 9 p.m. on a weeknight and Sunday.

DECORATING/ENTERTAINMENT

- Glitter, confetti, rice, silly string, or similar items are PROHIBITED.
- Balloons must be weighted or tied down at all times.
- Signs, posters, streamers, and similar materials may not be attached to the facility furnishings or walls.
- Open flamed candles are PROHIBITED. Battery operated candles are permitted.
- Any entertainment or large decorations must be approved by Louisa County Parks, Recreation & Tourism prior to the rental date.
- Smokers and fryers are PROHIBITED.

CHAIRS

- Chairs and tables will be available based upon applicant's approved request.
- Applicant is responsible for set-up and take-down of tables and chairs.

CLEAN UP

- No janitorial services are provided.
- The applicant must ensure that all left-over food is removed or properly disposed of in the dumpster provided at the facility. The applicant must ensure that all trash is picked up off the floor and/or ground and properly disposed of in the dumpster provided at the facility. Trash bags are provided for this purpose.
- The applicant must ensure that all floors are cleaned at the conclusion of the event. Cleaning supplies are provided for this purpose.

DEPOSIT REFUNDS

- The applicant's security deposit will be reimbursed within 30-days following the post-event facility inspection. The security deposit will **NOT** be returned under the following circumstances:
 - The applicant failed to abide by the terms of the Facility Rental Application, Fee Schedule, and/or Rental Contract.
 - The facility was damaged in any way, including damage to or removal of tables and chairs located in the rented facility.
 - The applicant and/or his/her guests failed to vacate the facility at the designated time.
 - The applicant failed to restore the rented facility to the condition in which it was found prior to the event.

Betty Queen Center Rental Check Lists

CLEAN-UP VERIFICATION FORM must be signed by Renter and Parks, Recreation & Tourism supervisor after event. Verification form **MUST** be returned by supervisor to Parks, Recreation & Tourism before refundable portion of rental fee will be processed.

EVENT INFORMATION

Name of Event Contact Person: _____

Day & Date of Event: _____

Scheduled Arrival Time: _____ Actual Arrival Time: _____

Scheduled Departure Time: _____ Actual Departure Time: _____

Room(s) Rented for Event: _____

Arrival Room Layout: ____ Empty ____ Tables/Chairs Stacked ____ Tables & Chairs Set Up

Departure Room Layout: ____ Empty ____ Tables & Chairs Stacked ____ Tables & Chairs Set Up

Room Issues Prior To Event: _____

AFTER THE EVENT

- Clear and wipe all tables and counter tops of trash, spills, cups, etc.
- Sweep all floors of trash and scuff marks and mop up any spills. **All trash is to be placed in dumpster in back parking lot.**
- All tables and chairs must be returned to original positions and any chairs and tables removed from closets, storage racks or the outdoor shed must be returned to their original location, without violation of fire codes.
- All items brought in for decorations or place settings must be removed at the end of the event.
- Users who are not cleaned up and out of the building by their event rental end time forfeit their deposit. Deposit will also not be refunded if renter did not abide by all items listed under Deposit Refund in original contract.**
- The County is not responsible for any personal property left in building after the event.
- The Site Supervisor will inspect the facility prior to, during, and after your event.
- Clean-Up Verification must be signed by Renter and Site Supervisor in order for refund to be granted and any room issues after the event must be listed here: _____

Clean-Up Verification

I, _____ have returned all items, including furniture, to their original places, swept and mopped the floor, carried all trash to outside receptacle, and made sure the restrooms are cleaned.

Signature of Renter

Date / Time

Signature of Site Supervisor