

## Louisa County Parks, Recreation & Tourism 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	Security Deposit	Maximum Tables & Chairs Available
<b>BQC Great Room</b>	150	\$50 per hour	\$100	<b>20 Tables ~ 150 Chairs</b>
<b>BQC Gym</b>	400	\$50 per hour	\$100	<b>20 Tables ~ 150 Chairs</b>
<b>BQC Craft Room</b>	30	\$20 per hour	\$20	<b>6 Tables ~ 30 Chairs</b>
<b>BQC Meeting Room</b>	30	\$20 per hour	\$20	<b>6 Tables ~ 30 Chairs</b>
<b>Buckner Bumpass Park Pavilion</b>	50	\$20 for 3 hours	\$25	N/A
<b>BQC Pavilion</b>	50	\$20 for 3 hours	\$25	N/A
<b>Louisa Town Park Pavilion</b>	50	\$20 for 3 hours	\$25	N/A
<b>Louisa County Aquatic Facility After Hours Reservation</b>		\$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: \_\_\_\_\_ Facility Requested: \_\_\_\_\_  
 Rental time: From: \_\_\_\_\_ AM/PM To: \_\_\_\_\_ AM/PM Total Hours: \_\_\_\_\_  
 \*\*\*Rental Times Include Set-Up Time & Take Down/Clean Up Time. **Please Initial:** \_\_\_\_\_

Please describe the exact purposes for which the county property will be used, including what will brought on to the property and any special equipment desired to be used (P.A. System, Podium, etc.) desired to be used.

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Betty Queen Center Facility Rental Only: Tables Needed: \_\_\_\_\_ Chairs Needed: \_\_\_\_\_

Room/Pavilion: \_\_\_\_\_

Total Hours: \_\_\_\_\_ Facility Rental Rate: \$ \_\_\_\_\_/hour

**Facility Rental:** \$ \_\_\_\_\_

**Security Deposit:** \$ \_\_\_\_\_

**Total:** \$ \_\_\_\_\_

Room #2: \_\_\_\_\_

Total Hours: \_\_\_\_\_ Facility Rental Rate: \$ \_\_\_\_\_/hour

**Facility Rental:** \$ \_\_\_\_\_

**Security Deposit:** \$ \_\_\_\_\_

**Total:** \$ \_\_\_\_\_

Room #3: \_\_\_\_\_

Total Hours: \_\_\_\_\_ Facility Rental Rate: \$ \_\_\_\_\_/hour

**Facility Rental:** \$ \_\_\_\_\_

**Security Deposit:** \$ \_\_\_\_\_

**Total:** \$ \_\_\_\_\_

P.A. System (BQC Use Only)..... (\$25.00/Rental) \$ \_\_\_\_\_

**Total Amount Due** \$ \_\_\_\_\_

**Office Use Only**

**Paid By:** Cash: \_\_\_\_\_ Check #: ( \_\_\_\_\_ ) CC: \_\_\_\_\_ Today's Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Staff: \_\_\_\_\_

**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.

## 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:** \_\_\_\_\_

# Betty Queen Center Rental Checklist

**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: \_\_\_\_\_

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## *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: \_\_\_\_\_

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## **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**