

REGULATIONS FOR THE USAGE OF THE WAKEFIELD FOUNDATION FACILITIES

RENTER'S NAME: _____

ADDRESS: _____

EMAIL ADDRESS: _____

PHONE NUMBER: _____

EVENT DATE: _____ EVENT TIME: _____

Type of Event and/ or usage of the Building: _____

Room & Daily Rental Rates: (all Rooms include usage of Kitchen /for reheating food ONLY)

Check Room Rented	Rental Rooms	Daily Rent
	Auditorium (includes 5hr usage of elevator) Hours of usage: _____	\$450.00
	Gallery	\$200.00
	Raines Conference Room (meetings ONLY)	\$100.00

The Foundation shall be rented only to recognized organizations and persons of the community that sponsor events for charitable, educational, recreational, or cultural purposes. The building may be used gratis by bereaved families who need a place for visitation.

This rental agreement is being entered into by the person and/or group identified on this page of this form. As such, the renter must be at least 21 years of age and fully provide the required information and ABC licenses (if applicable).

CONTRACT & PAYMENT:

- 1) All payments are made to The Wakefield Foundation by check, cash, and/or money order
- 2) A Non-Refundable Deposit of 50% of the total rental cost is required upon signing this rental agreement to reserve the required date(s) and time(s). The Rental balance is due 2 weeks before your event.

I have read ,understand, & agree to the contract & payment policies (initials):_____

GENERAL USAGE:

- 1) This Facility closes at 11:00pm and all events must be fully completed (including cleanup) by that time.
- 2) NO SMOKING is allowed inside the Wakefield Foundation building.
- 3) NO firearms are allowed inside or outside on the grounds of the Wakefield Foundation.
- 4) NO Teen or Adult Birthday Parties Allowed.
Adult Birthday Dinners have to end by 9:00pm
- 5) Children must be supervised at all times by an adult (at least 21 years of age).
- 6) The Wakefield Foundation retains the right to refuse the usage of the building at any time for events that are deemed unsafe, include illegal activities, or are non-compliant with reasonable standard of conduct within a public venue.
- 7) The Wakefield Foundation is not responsible for any and all items that are damaged, lost, or stolen before, during, or after the event
- 8) Consumption of alcoholic beverages requires a Virginia ABC license which must be on file in the Wakefield Foundation office at least 3 business days before the event. Open alcohol containers may be taken outside the facility at any time. If ABC license is required, you have to have an approve & licensed Security.

I have read ,understand, & agree to the general usage policies (initials):_____

VENDORS,CATERERS, & ENTERTAINMENT:

- 1) The Wakefield Foundation does not supply linens, plates, silverware, glasses, or cups.
- 2) The Wakefield Foundation supply the following: 6ft. Tables (21), 8ft.(6), & Chairs (350) for the renters usage.
- 3) The names and contact information of any vendor, caterer, or entertainment must be provided on this rental form, if known.
- 4) DJ's and/or Band must provide their own sound system.

I have read ,understand, & agree to the vendor, caterers & entertainment policies (initials):_____

DECORATIONS:

- 1) NO decorations (through out the building) may be tape ,stapled, pinned, or otherwise affixed to walls, floors, ceiling or on the auditorium stage curtains . The stage curtains in the Auditorium can not be removed and/or taken down.
- 2) Confetti , glitter, and spray paint may not be used inside the building.
- 3) The throwing of confetti, rice, rose petals or litter of any kind is NOT permitted inside or outside of the building
- 4) Bubbles, & bird seeds can be used outside during weddings.
- 5) Candles are permitted only if they are placed inside a globe and the flame does not go outside the globe.

*I have read ,understand, & agree to the decoration policies (initials):*_____

SETUP:

- 1) The renter must meet with a Wakefield Foundation volunteer at least 2 weeks prior to the event to provide details and requirements for the event seating and activities.
- 2) Set-up can be done the day of the event, any setup done after normal business hours is an extra \$50.00 per day.

*I have read ,understand, & agree to the setup policies (initials):*_____

CLEANUP:

- 1) The renter is fully responsible for cleaning any & all rooms rented in this agreement.
- 2) The Renter is responsible for removing all trash from the Building and/or Grounds.
- 3) The renter will be responsible and charged for any damages to the building, equipment, or furniture and for any items (property of Wakefield Foundation) missing after the event.

*I have read ,understand, & agree to the cleanup policies (initials):*_____

In consideration for the usage of the Wakefield Foundation building, the renter, guest and invitees release the Wakefield Foundation & their volunteers from and all liability, claims and demands on account of injury, loss or damage including property loss or damage , bodily injury, or sickness that the renter or guest may suffer as a result of such use.

By signing below, the renter has read & agreed to all the policies and procedures as set forth in this agreement with the Wakefield Foundation.

Renter signature: _____

Date: _____

TOTAL COST:

Room Rental: _____

Extra Cost: _____

Deposit : _____ Deposit Date: _____

Total Due (2 weeks before event): _____

VENDORS, CATERERS, & ENTERTAINMENT:

Name: _____ Phone #: _____

Name: _____ Phone #: _____

Name: _____ Phone #: _____

SETUP:

Time: _____ Date: _____

Any violation of the above rules, you will forfeit the right the Foundation in the future.
Please keep these rules and Regulations until the event conclusion, If you have any further questions call Joan at (757) 899-6005.