

REGULATIONS FOR THE USAGE OF THE WAKEFIELD FOUNDATION FACILITIES

- 1) The Wakefield Foundation reserves the right to determine to whom the use of the building and grounds shall be granted and under what conditions.
- 2) 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.
 - A) **NO** Teen or Adult Birthday Parties Allowed.
 - B) Adult Birthday Dinners have to end by 9:00pm
- 3) When the Foundation is used for private events, the use of alcoholic beverages shall be in compliance with the laws of the Commonwealth of Virginia and Sussex County. The person or group using the Foundation will be responsible for the observation of this regulation. The following closing hours (in compliance with Virginia ABC Laws) shall be strictly observed: Monday—Sunday: 11:00pm / Building Closes **(ALL Event ends by 10:00pm , Clean– up 10:00pm—11:00pm, Building Closes at 11:00pm)**
- 4) **NO SMOKING** is allowed in the building. **NO ALCOHOL, WINE , or BEER** is allowed in the building or grounds without a posted ABC License. You are responsible for obtaining the license. The license before the function begins.
- 5) The person or group renting the foundation shall be responsible for the property. The facility must be left in a clean and orderly condition at the conclusion of you event, all trash removed from building (trash receptacles located at end of handicap ramp), decorations removed, lights off, thermostat set to designated positions and restrooms and kitchen left clean with no water running. Check grounds and clean up any trash. The responsible party will be billed for any repairs or cleaning cost that are left as a result of your event.
- 6) When decorating the Foundation no method shall be used to damage the property in any way. No Tacks, Glue, or Staples are not allowed on tables, chairs or walls.
- 7) The Foundations owns 6/8ft. Tables and 21/6ft. Tables and 350 chairs. Please return these where you found them unless told different. If additional equipment is needed the renter will have to make their own arrangements.
- 8) A rental fee of \$450.00 (Auditorium), \$200.00 (Gallery), and \$100.00 (Raines Conference Room/ Meetings Only). **A \$75.00 (non-refundable deposit is due when the facility is booked).** Rental Fee includes Sanitation Fee of the Room & 5 hours usage of the Elevator (Auditorium ONLY) The balance is due 2 weeks (14 days) before event, We accept Cash ONLY for the Rental Payment.
- 9) Children should be supervised at all time and we ask that you restrict them from opening or playing with the window blinds, stage curtains, and the panel boxes. These items can be safely operated by only an adult.

11) Set-up can be done the day of the event, any setup done after normal business hours is an extra \$50.00 per day.

ANY VIOLATION OF THE ABOVE RULES, YOU WILL FORFEIT THE RIGHT TO RENT 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.

Effective: January 1, 2022