

# Occasions Event Hall

## RENTAL APPLICATION

1108 E. Nine Mile Road  
Highland Springs, Virginia 23075  
804-554-6915

Application Date: \_\_\_\_\_

**IMPORTANT:** Please complete all information.

Rental Agreement will be VOIDED if this form is not completed or deposits not paid. Application must be approved at least two (2) weeks before the scheduled date.

EVENT DATE: \_\_\_\_\_

DAY OF WEEK (Circle One)

Sunday

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday

Name of Individual or Organization \_\_\_\_\_

Address \_\_\_\_\_

Primary Telephone # \_\_\_\_\_ Alternate Telephone # \_\_\_\_\_

Fax # \_\_\_\_\_ E-mail \_\_\_\_\_

Requested Hours \_\_\_\_\_ to \_\_\_\_\_ Additional Request \_\_\_\_\_

Intended Use \_\_\_\_\_ Approximate Attendance \_\_\_\_\_ (150 max)

**TYPE OF EVENT: (please circle all that apply)**

Birthday / Meeting / Fundraising Benefit / Class / Workshop / Dance / Wedding / Reception / Reunion / Breakfast / Luncheon Dinner / Graduation / Memorial / Exercise / Festival / Crafts Fair / Goods Sale / Youth Activity / School / Organization Function / Repast / Other \_\_\_\_\_ Private \_\_\_\_\_ Public \_\_\_\_\_

**FACILITY TIME REQUESTED:**

Hourly Rate - \$120.00 per Hour \_\_\_\_\_ (5 Consecutive Hours Minimum = \$600.00)

8 Hours Block - \$800.00 \_\_\_\_\_ (8 Consecutive Hours)

Repast Rate - \$350.00 \_\_\_\_\_ (4 Hours Maximum)

Outdoor Yard Rate - \$500.00 \_\_\_\_\_ (8 Hours Maximum -NO TABLE & CHAIRS)

**WEDDING/SPECIAL EVENT RATES:**

All Day Rate (Includes Outdoor Use) - \$1200.00 \_\_\_\_\_ (10am to 12am)

All Day + Half Day Rate (Includes Outdoor Use) - \$1500.00 \_\_\_\_\_ (7pm to 12am/10am to 12am)

**FACILITY OPTIONS:**

# TABLES \_\_\_\_\_ # CHAIRS \_\_\_\_\_ P.A. SYSTEM \_\_\_\_\_ PODIUM \_\_\_\_\_

**VENDOR OPTIONS:**

DISC JOCKEY \_\_\_\_\_ BAND \_\_\_\_\_ PHOTOGRAPHER \_\_\_\_\_ BAR SERVICE \_\_\_\_\_

**OTHER REQUIRED INFORMATION:**

SECURITY REQUIRED: YES / NO SECURITY FIRM \_\_\_\_\_ VA LICENSE# \_\_\_\_\_

AGE RANGE OF THOSE ATTENDING: \_\_\_\_\_ TO \_\_\_\_\_

FOOD SERVED: YES / NO FOOD SOLD: YES / NO HOT FOOD \_\_\_\_\_ COLD FOOD \_\_\_\_\_

SETUP TIME: \_\_\_\_\_ EVENT START TIME: \_\_\_\_\_ EVENT END TIME: \_\_\_\_\_

ALCOHOL SERVED: YES / NO ABC LICENSE #: \_\_\_\_\_

ADMISSION CHARGED FOR EVENT?: YES / NO

**NOTE: NO TICKETS CAN BE SOLD AT THE DOOR OR ANYWHERE ON OCCASIONS EVENT HALL'S PREMISES**

\_\_\_\_\_ I understand and agree that I am renting a time slot from OCCASION EVENT HALL for usage of their facility to host my event. I must be present at my event the entire time it is in progress. I understand that I will gain access to the event hall only at the start time agreed to in this contract. I am responsible for my guest and my guests' activities while on the premises. I understand this is a non-smoking facility and I ensure my guest will abide by this policy.

\_\_\_\_\_ I understand and agree that there is to be NO cooking, NO baking or NO grilling on Occasions Event Hall's property, whether inside or outside. However, I am aware that I am able to heat and refrigerate my food/drinks during the time I have allotted to rent the facility.

\_\_\_\_\_ I understand and agree that it is required that a Security Officer be hired and present for any events with 75 or more guests in attendance, the serving of alcohol, begins at 9:00pm or after and any events open to the public or tickets are sold. OCCASIONS EVENT HALL reserves the right to hire security on my behalf, at the additional fee of \$35.00 per hour for the length of my actual event; if my event falls under all the categories listed above. This non-refundable fee will be collected with my rental agreement and paid directly to the Security Services. If I hire my own security service, I certify that they are licensed and insured. I will provide the contact information for said security service.

\_\_\_\_\_ I understand and agree that a \$200.00 damage deposit is required at the time that this application is signed. THIS DEPOSIT IS REFUNDABLE; if there are no damages to the building structure, appliances, furnishing, or any other items provided for your use by OCCASIONS EVENT HALL. Should this event be stopped due to any unlawful act, excessive disturbance or any violation of the rental agreement there will be NO REFUND OF THE DAMAGE DEPOSIT. The damage deposits will be issued after 30 days of your event and refunded in the form of a check, made out directly to whomever signs this contract and whose name and address is listed on this application. At your request, the DAMAGE DEPOSIT may also be used as decoration credit towards any items rented or purchased from our sister company, Balloons and Things!

\_\_\_\_\_ I understand that I can cancel my event **IN WRITING** no less than 30 DAYS prior to the event. Should I cancel my event, I am aware that my damage deposit of \$200.00 will be forfeited and 50% of any additional monies paid will be held and I am entitled to the balance, which will be returned to me within 30 days. **Should I cancel my event after the allotted time frame, I am FULLY AWARE that NO PORTION of my rental payment, security fees or deposits will be refunded.**

\_\_\_\_\_ I understand and agree that normal custodial service is included as part of the rental fees. Normal custodial service is defined as table and chair setup/breakdown, sweeping, mopping and sanitizing/wiping of tables and countertops after your event. You must remove everything you brought into the facility, including your accumulated trash. A dumpster is available at the rear of our facility for your convenience. Should there be a need for extensive cleaning or trash removal by our staff, additional fees may be billed accordingly and an itemized bill of charges will be send to the mailing address listed on this application. Those fees will be due upon receipt. If those fees are not paid within 60 days of the billing date, Occasions Event Hall will take further action to collect these fees. If further action must be taken, I am aware I will be responsible for all attorney fees and court costs.

\_\_\_\_\_ I understand and agree that NO ALCOHOL beverages of any type can be brought into this facility WITHOUT PROPER PERMIT from the Virginia ABC office. A temporary ABC Banquet License can be applied for online at:

**<https://ebusiness.abc.virginia.gov/eLicense/controller>**

I must furnish my Virginia ABC Banquet License to the management of OCCASIONS EVENT HALL at least (7) days prior to my event. Should I not provide the ABC Banquet License within the time frame allotted, NO ALCOHOL will be permitted to be served at my event. Alcohol cannot be consumed outside of the facility; not even on Occasions Event Hall's parking lot. If approved to sell alcohol, a non-refundable alcohol insurance premium of \$100.00 will be due at the time the ABC License is submitted. **NOTE: If you cannot serve alcohol at your event, due to the fact that your ABC banquet license was not furnished by the required date and you choose to cancel your event; there will be NO REFUNDS of any monies paid per our cancellation policy.**

\_\_\_\_\_ I have read and agree to ALL the rental policies of OCCASIONS EVENT HALL.

**Please Note:** The required deposit, required security fees (if applicable) are due at the time you sign this contract in order to secure your date. Your determined rental rate must be paid no later than (30) days prior to your event. Your ABC License must be submitted (7) days prior to your event. Please be sure to make these payments and provide your necessary documents in a timely manner. Occasions Event Hall's Management reserves the right to cancel or terminate a scheduled event for any reason and without prior notice if deemed necessary or for reasons beyond our control. Renters will be notified as soon as possible if such an issue should take place. All monies will be refunded or used for a rescheduled date if such an occurrence should take place.

The base rental of this facility covers select hours for space usage, house manager, setup of the tables/chairs and normal custodial service. The last 30 minutes of your rental time slot must be used to clean up and gather your belongings. The hall must be fully vacated at your specified contract end time with no exceptions. If your event should go over the permitted time allowance or your guests are still in the facility after the contract end time, you will forfeit your entire damage deposit. This facility must be vacated by 1:00am, with no exceptions. Please be aware that OCCASIONS EVENT HALL is not responsible for any personal items left behind. Any such items will be discarded.

Renter agrees to pay all monies on or before \_\_\_\_\_ or the contract ends with monies due. All Cancellations must be made in writing at least (14) days prior to the event date.

**The Person or Group and their invitees using this facility agree to hold harmless, Occasions Event Hall, its Owner, Agents or Employees, from all claims, damages, causes of actions, suits and demands of whatever nature, including attorney's fees and court costs arising from bodily injury, property damage, sickness, disease, or death connected with the use of this facility. Persons who are disrespectful to our facility, its policies or Staff will not be allowed to use Occasions Event Hall in the future.**

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

Email: [occasionseventhall@yahoo.com](mailto:occasionseventhall@yahoo.com)

Web: [www.occasionseventhall.com](http://www.occasionseventhall.com)