



## CHANGE OF CONTRACT

All correspondence concerning the reservation will only be between the applicant and a staff member. Only the applicant can make changes to the event times, information, making proper payments, or cancellations until 30 days before the event date.

## GENERAL POLICIES

- Alcohol is PROHIBITED at all Hanover County Parks & Recreation facilities.
- Smoking is PROHIBITED at all Hanover County Parks & Recreation facilities.
- Children must be under adult supervision at all times while at the Community Center.
- The applicant must remain on-site throughout the entire event.

## 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.
- Open flamed candles are PROHIBITED. Battery operated candles are permitted.
- Any entertainment or large decorations must be approved by Hanover County Parks & Recreation prior to the rental date.
- Smokers and fryers are PROHIBITED.

## CAPACITY

No more than 75 people may be in attendance at any event at the Community Center.

## 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. The applicant must ensure that all trash is picked up off the floor and ground and properly disposed of in the dumpster provided. 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 check will be returned within a week 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 Rental Contract.
- The Community Center was damaged in any way, including damage to or removal of tables and chairs located in the Community Center.
- The applicant and his/her guests failed to vacate the facility at the designated time.
- The applicant failed to restore the Community Center to the condition in which it was found prior to the event.

## WAIVER OF LIABILITY

- The applicant releases and forever discharges Hanover 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 of the Community Center pursuant to this 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 Rental Contract. By signing below, the applicant acknowledges that he/she has read and understands the policies and fees established by County of Hanover and set forth in the 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 Rental Contract.

Signature of applicant: \_\_\_\_\_ Date: \_\_\_\_\_

### Office Use Only:

Reservation Form (date received): \_\_\_\_\_  Approved  Denied Authorization \_\_\_\_\_ Date: \_\_\_\_\_

Reservation Fee (amount): \$ \_\_\_\_\_ Date received: \_\_\_\_\_

Security Deposit: (amount): \$ \_\_\_\_\_  Check  CC Date received: \_\_\_\_\_ Date returned: \_\_\_\_\_

Security Code: \_\_\_\_\_ Date activated: \_\_\_\_\_ Date deactivated: \_\_\_\_\_

Facility Inspection: Completed by: \_\_\_\_\_ Date: \_\_\_\_\_ Notes: \_\_\_\_\_