

Facility Rental Guidelines

Spaces for Rent

Space	Size	Capacity	Seating
Grand Ballroom	6000 sq. ft.	<ul style="list-style-type: none"> • 300 open standing • 9-12 trade show booths 	<ul style="list-style-type: none"> • 250 theater seating • 150 banquet seating
Dining Room/ Kitchen	800 sq. ft.	<ul style="list-style-type: none"> • 50 open standing • 6 tables/36 chairs 	<ul style="list-style-type: none"> • 36 theater seating • 25 banquet seating
Boardroom	500 sq. ft.	<ul style="list-style-type: none"> • 25 open standing 	

Available Accessories

- Tables and chairs are included in the rental agreement. Tables and chairs may not be brought in from other sources. Care should be taken to see that floors are not damaged during the positioning and clean-up of tables and chairs. Damages will result in loss of security deposit.
 - Pulpit
 - Bar Cabinet
 - Easel
 - Stage
 - Lectern

Payments

- Payments shall be made using cash, personal check, or cashier’s check.
- Personal checks should be made payable to **WMCACC**.
- Any check returned for insufficient funds will result in immediate cancellation of the event.

Security Deposit

- The security deposit will be returned following inspection of the premises within a week of the event.
- Deductions will be made if there is damage in excess of normal wear and tear, lost or missing equipment, the venue was not cleaned and returned to good order with all contents in the original location, or the key is not returned.
- If damage exceeds the deposit, the renter will be billed and agrees to pay within thirty (30) days.

Insurance Information

- A Certificate of Insurance in the amount of \$1,000,000 (one million) with WMCACC listed as “additional insured” is required to secure the rental. A copy of this event policy must be provided to WMCACC at least one (1) week prior to the event.

ABC Information

- An ABC banquet license is required in most cases if alcohol is served to the public.
- Website to visit for information is <https://www.abc.virginia.gov/licenses/get-a-license/banquet> to determine if you need a license for your event.
- A copy of the ABC License must be displayed in the hallway and inside the grand hall where the alcohol is being served.

Facility: 2375 Skaggs Road, Powhatan, VA 23139

Mailing Address: PO Box 686, Powhatan, VA 23139

Phone: 804-598-3628

Revision: 10/28/2023

- Alcohol may only be consumed inside the building and only by people 21 years of age or older. The renter is responsible for seeing that guests follow the law.
- If alcohol is served, a Powhatan Deputy must be present for security if 50 or more people are in attendance. The renter agrees to arrange for and pay all costs for the deputy.

Additional Policies

- Exit doors may not be blocked for any reason during the event.
- The capacity of the rented space must not be exceeded.
- The renter is responsible for the behavior of all guests whether invited or not.
- Failure to end on time may result in a charge of \$100 per hour for abuse of rental period.
- Stilettos and cleats are NOT permitted in the building.
- Care should be taken when moving heavy items (benches, etc.) to ensure that floors or carpet are not damaged.
- Smoking is NOT allowed inside the building or on the front lawn.
- Hazardous materials and open flames are NOT permitted inside the building.
- Illegal drugs/substances are strictly prohibited at the venue.
- No nails, tacks, staples, or adhesive tape of any kind may be used to affix decorations or signs to walls, ceiling doors, windows, or furniture.
- Decorative candles may be used, but **without open flames**.
- Confetti, glitter, rice, or birdseed are NOT permitted in the building.
- WMCACC is not responsible for personal items left after the event.
- Table coverings (cloth or plastic) are required.

Clean-Up Guidelines

- All decorations, signs, and litter must be picked up and removed from the property. or bagged and left in the kitchen area. Maybe delete this!
- All tables, chairs, and borrowed items must be returned to the original location.
- The kitchen and bathrooms must be left clean and in good working order.
- Renters should secure and lock the building upon leaving.

Rental Agreement

The undersigned agrees to the terms and conditions set forth in the Facility Rental Agreement and Facility Rental Guidelines and understands that failure to comply may result in immediate termination of the event, denial of further use of the venue, assessment for damage, and relinquishment of the security deposit and/or rental fee.

Applicant Signature: _____ Date: _____

WMCACC Rep. Signature: _____ Date: _____