

Phone: 804-598-3628

APPLICANT/ORGANIZATION INFORMATION

Applicant: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

Organization (if applicable): _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

EVENT INFORMATION

Name of Event: _____

Description of Event: _____

Date(s) of Event: _____

Time of Setup: _____ Time of Clean-up: _____

Time of Event: _____ to _____

Is the event open to the public? _____ Number expected to attend. _____

Will alcohol be served? _____

FACILITY SPACE INFORMATION (Check areas to be rented and list hours required.)

Space	Applicable Fees	Time Slot Requested <i>(Please include the setup and cleanup time.)</i>
<input type="checkbox"/> Dining Room/Kitchen (occupancy limit 50) (no security deposit required)	Full Day - \$600 ½ Day - \$300	
<input type="checkbox"/> Board Room (occupancy limit 25) (no security deposit required)	Full Day - \$400 ½ Day - \$200	
<input type="checkbox"/> Grand Ballroom (occupancy limit 299) Includes use of Dining Room/Kitchen <i>(Fees include a refundable \$250 security deposit .)</i>	Full Day - \$1500 ½ Day - \$750 <ul style="list-style-type: none"> • 50% deposit is required with the application. Payment in full is required three weeks prior to the event. 	

Rental includes use of WMCACC tables and chairs. All tables and chairs must be put back as found. Tables and chairs from outside sources may not be brought in without special permission.

TOTAL RENTAL FEE DUE: _____

CHECKLIST (responsibility of rental applicant)

- Deposit of 50% required with application. Payment in full is required three weeks prior to the event.
- The security deposit (\$250) will be forfeited if there is a cancellation during the three weeks prior to the event. If there is a cancellation within one week of the event, the entire 50% deposit will be forfeited.
- The security deposit will be refunded within 14 days after the event provided that no damage is found.
- 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.
- An ABC banquet license required in most cases if alcohol will be served. Please go to: <https://www.abc.virginia.gov/licenses/get-a-license/banquet> to determine if you need a license. A copy of the license must be posted on the bulletin board in the hallway. Applicant should retain original.
- A Powhatan Deputy is needed for security if over 50 people attend, and alcohol is being served.
- Children's events require 2 adult chaperones per 10 children for the entire event.
- No political signs may be placed outside the building (for any meeting).
- All cleanup is the responsibility of the renter. Trash may be bagged, tied, and placed in the kitchen if necessary.
- Any printed or social media advertising for the event must include the following statement: *"This event is the responsibility of the event producer and does not necessarily reflect the mission or values of the War Memorial Cultural Arts & Community Center".*

Signature of Applicant

Date

_____ Application approved by WMCACC board. _____ Application NOT approved.

Signature of WMCACC Representative

Date