

**BUCKINGHAM COMMUNITY BUILDING**  
**APPLICATION & RESERVATION CONTRACT**

16268 N. James Madison Hwy. Dillwyn, VA 23936

This rental application must be completed and returned in person to the Director of Recreation's office along with payment and proof of insurance. The date requested is not considered approved or confirmed until all has been received. The applicant must read the Rules and Regulations that governs the use of the facility.

**Cost: See Rental Sheet**

\*Board of Supervisors reserves the right to set "Per Use" fee.

**Date Requested for Use of Facility:** \_\_\_\_\_

**Approximate Time of Use:** Begin at (include time for set up): \_\_\_\_\_ Until: \_\_\_\_\_

**Requester Name** \_\_\_\_\_

**County Resident**  Yes  No

**Application Type**  Individual  Non-Profit Org.  For Profit Org.

**Liability Insurance**  Yes  No

**Will Kitchen be utilized**  Yes  No

**Name of Organization (if applicable):** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone:** (Home) \_\_\_\_\_ (Cell or Work) \_\_\_\_\_ **E-Mail:** \_\_\_\_\_

**Purpose for Use of Facility:** \_\_\_\_\_

**Approximate Number of People Attending:** \_\_\_\_\_

**Age of Applicant:** \_\_\_\_\_

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General Requirements While using Community Building Property...

- Must be a minimum of 21 years of age to apply for building rental
- For Multipurpose Room a deposit required with application to secure date(s) when there will be 25 people or more are in attendance.
- Fee Payments required two (2) weeks prior to the event.
- Incomplete, illegible, and/or unsigned applications will not be processed.
- **Liability Insurance Information is required for Multipurpose Room when 25 or more people are in attendance (this must be submitted with application and payment):**

Name of Carrier: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

\*Important- You must furnish written proof of liability insurance to cover the event prior to granting permission to use facility. Failure to furnish written proof of insurance will result in termination of reservation.

- For questions or assistance, please contact Recreation Department at (434) 969-4242 ext.1216
- Contact email – [wspivey@buckinghamcounty.virginia.gov](mailto:wspivey@buckinghamcounty.virginia.gov)
- To see a virtual tour visit [www.buckinghamcountyva.org](http://www.buckinghamcountyva.org) under services choose recreation and the tour is available there.

**BUCKINGHAM COUNTY IS NOT RESPONSIBLE FOR ANY DAMAGE, LOSS OR INJURY INCURRED WHILE USING AND OF BUCKINGHAM COUNTY FACILITIES.**

All reservations are subject to the approval of the Director of Recreation. Fees are subject to change at the discretion of the Director of Recreation or Board of Supervisors. All fees paid are non-refundable.

In order for your reservation to be officially confirmed, we require that the form, plus the appropriate fee charged, be returned in person to the Director of Recreation’s office prior to the date being requested. Reservations will be on a “first come, first serve” basis. **NO RESERVATIONS WILL BE MADE OVER THE PHONE.**

Please read the **Rules and Regulations** (listed below) regarding the use of Buckingham facilities. Please read it carefully, sign the bottom and return with completed *Application & Reservation Contract*. **FAILURE TO READ THESE RULES WILL NOT EXCUSE YOU FROM ANY RESPONSIBILITY IN THE CASE OF LOSS OR DAMAGE TO BUCKINGHAM PROPERTY!!!**

**\*Set-up the day before “the confirmed reservation date” is NOT allowed. \_\_\_\_\_ (Initial)**

**\*Event must be over by 10:00PM. Space must be cleaned and premises vacated by 11:00PM \_\_\_\_\_ (Initial)**

**\*All food, decorations and equipment MUST be removed from the facility once the scheduled event is over. NO items can be left at the facility until the next day. Any items left will be thrown away. Buckingham will not be responsible for items damaged or disposed of after an event. \_\_\_\_\_(Initial)**

**If you need to use our technology there is a fee of \$50.00 which covers only the use of equipment, no on-site staff support is provided. Technology equipment includes:**

- Wireless Internet
- 85 inch Display with HDMI
- 90 watt Amplifier which includes 2 speakers with stands and capability of 4 Microphones
- 2 Wireless Microphones, 1 Hard Wired up to 50’ Cable Microphone
- 1 Podium, 3 Microphone Stands

\_\_\_\_\_ (Initial)      \_\_\_\_\_ No Technology is not needed      \_\_\_\_\_ Yes Technology is needed

Office Use Only - Checklist				
Category	Yes	No	N/A	
Deposit Received				Amount \$                      Check #
Fee Received				Amount \$                      Check #
Deposit Returned				Amount \$                      Date:
Technology Fee Received				Amount\$                      Check #
Complete Rental/ Special Event Application Received				
Photo ID Checked				
Insurance Certificate of Liability				

## **RULES AND REGULATIONS GOVERNING THE USE OF COMMUNITY BUILDING**

1. By signing the reservation contract and these rules and regulations, you hereby agree to be responsible for any damages caused by you or your group. This is including, but not limited to, damages to the building and its contents. **YOU WILL BE RESPONSIBLE FOR THE REPAIR OR REPLACEMENT COST (whichever is necessary) OF THE ITEM(S) DAMAGED OR STOLEN.**
2. **NO ALCOHOLIC BEVERAGES ARE PERMITTED IN THE COMMUNITY BUILDING OR BUILDING PROPERTY.**
3. **THERE WILL BE ABSOLUTELY NO SMOKING IN THE COMMUNITY BUILDING.**
4. Please make sure you clean up after yourselves. Place all trash in the trash cans provided. Make sure the area is clean and free of food, trash, etc. Check restrooms for trash and floors and toilets are flushed. The building must be cleaned immediately after the event.
5. You must remove any equipment, decorations, etc. belonging to you or your group as soon as you finish using the facility, unless other arrangements are made. There may be other groups using the Community Building.
6. If the event is catered, the name, address and telephone number of the caterer is required. Buckingham Community Building reserves the right to refuse use of the facility if the caterer has been a problem in the past with cleanup of the facility.
7. Electronic door schedule/access to your designated area within the building during your confirmed time will be controlled by Buckingham County Staff.
8. **CROWD LIMITATION:** Attendance shall be limited to the number stated on the rental application.
9. An adult(s) must closely supervise all children. Buckingham Community Building usage shall be limited to the area reserved by the group/individual.
10. **PETS:** Pets are **NOT** allowed in the community building. Animals needed to provide assistance to persons with disabilities will be permitted to enter while on a leash.
11. **REFUNDS:** Refunds will be granted until 1 week prior to the reservation date and must be requested in writing to the Buckingham Recreation Department. Refunds will be granted for cancellation of event due to weather conditions. With the exception of weather conditions all payments are non-refundable. There will be a \$25 processing fee on all refunds. Refunds may take a month to two months to process.
12. **DATE CHANGES:** All requests for date changes must be put in writing and received at the community building being used a minimum of one (1) week prior to the original
13. **FOOD:** Lessee is completely responsible for the condition and safety of any food or drink that is consumed on the Community Building property.
14. If the Police are called as the result of any misconduct of the applicant or their guests the rental will end immediately and the applicant and all their guests shall be required to leave the premises immediately.
15. Any false information on the rental agreement and user-group application is cause for immediate end of use and the applicant and their guests must leave the premises immediately.
16. **DANGEROUS MATERIALS:** Lessee shall not keep or have on the premises any article or thing of a dangerous, inflammable, or explosive character that might unreasonably increase the danger of fire on the leased premises or that might be considered hazardous. No sparklers or fireworks are permitted.

**17. RIGHT OF INSPECTION/NUISANCE:** Lessor and their agents shall have the right at all reasonable times during the term of this Agreement to enter the premises for the purpose of inspecting the premises and all building and improvements thereon. **Loud music, instruments, and other appliances or equipment shall not be operated so as to disturb or annoy guests or neighboring residents. We reserve the right to ask guests to leave.**

**FAILURE TO READ THESE RULES WILL NOT EXCUSE YOU FROM ANY RESPONSIBILITY IN THE CASE OF LOSS OR DAMAGE TO COMMUNITY BUILDING PROPERTY!!!**

The user agrees to hold harmless the County of Buckingham or any employee or agent acting on behalf of the County of Buckingham and to indemnify them from any claim, demand or action by or on behalf of any person or entity arising out of any activity not sponsored by the County of Buckingham at or on the County's property that occurs as a result of the rental of the County Property including, but not limited to, its establishment, construction, use, maintenance, configuration or existence.

I have read and understand the terms and conditions for use of the facility. By signing this form, I agree, as the applicant, to abide by the terms and conditions and understand that I will be held responsible and fiscally accountable for any damages occurring as a result of my event.

Date \_\_\_\_\_ Applicant \_\_\_\_\_

Date \_\_\_\_\_ Approval \_\_\_\_\_

## Buckingham Community Building Rental Rates

Multipurpose room – **Security Deposit of \$250.00 if leasing for 25 people or more**

Up to 171 people – no kitchen usage - \$160 for first 4 hours then \$40.00 per hour after

Up to 171 people – kitchen usage - \$500 for first 4 hours then \$40.00 per hour after

Classrooms

1-50 people            \$30.00 per hour or \$100.00 for 4 hour block

Classrooms with dividers

50 – 100 people        \$35.00 per hour or \$140 for 4 hour block

**\*There is a \$75.00 set up/take down fee if you want Lessor to put tables and chairs up.**

### Special Event Application

\*Applicants must submit a copy of their Certificate of General Liability Insurance in the amount of \$1,000,000 naming Buckingham County as "additional insured" and the certificate holder for the date(s) of your event to include set up and tear down dates.

\*Applicants must also have Buckingham County listed on the applicants General Liability policy of insurance, including coverage for property damage while park property is occupied by the permittee

\*Supporting documents below can be submitted with your application **or at least 30 days prior to the event:**

- Certificate of insurance (Listing Buckingham County as “Additional Insured”)
- Any additional permits and licenses required (e.g. Health permit, etc.)
- Photo ID required

## Section A – EVENT INFORMATION

Event Name	Event Description	Open to General Public? <div style="display: flex; justify-content: space-around;"> <span><input type="checkbox"/> YES</span> <span><input type="checkbox"/> NO</span> </div>
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Anticipated Participants:       1 – 50       51 – 100       101 – 150       151 - 171

Event Type:

<input type="checkbox"/> Parade/Run/ Walk/ Bike Event	<input type="checkbox"/> Festival	<input type="checkbox"/> Private Party	<input type="checkbox"/> Trail Ride	<input type="checkbox"/> Tournament
<input type="checkbox"/> Community Event	<input type="checkbox"/> Wedding	<input type="checkbox"/> Sporting Event	<input type="checkbox"/> Concert	<input type="checkbox"/> Family Reunion

Event Location Requested:

Multipurpose Room       Large Classroom       Single Classroom

Event Date	Set-Up Time	Start time	End Time	Breakdown Time

Event Activities (check all that Apply)

<input type="checkbox"/> Vendors (non-food)	<input type="checkbox"/> Barricades	<input type="checkbox"/> Tent(s)	<input type="checkbox"/> Banners/Signs	<input type="checkbox"/> PA System
<input type="checkbox"/> Vendors (food)	<input type="checkbox"/> Live Music	<input type="checkbox"/> Satellite Parking	<input type="checkbox"/> Generator(s)	<input type="checkbox"/> Other: _____
<input type="checkbox"/> Mechanical Rides/Inflatables	<input type="checkbox"/> Bleachers	<input type="checkbox"/> Petting Zoo	<input type="checkbox"/> Staging	

## Section B – Medical

Please include the event’s medical communication plan, contact number, first aid station, and types of resources that will be at the event, description of how resources will be managed and deployed, as well as hours of set-up and dismantle of medical aid stations, as applicable.

## Section C – Food and Merchandise Vendor Information

Food Service (Check all that apply)

<input type="checkbox"/> Served	<input type="checkbox"/> Sold	<input type="checkbox"/> Catered
<input type="checkbox"/> Prepared in a Kitchen	<input type="checkbox"/> Prepared Outdoors	<input type="checkbox"/> Delivered from another location

Buckingham County Department of Recreation  
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 434-969-4242

