



City of Charles Town

101 East Washington Street, P.O. Box 14, Charles Town, WV 25414
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CHARLES WASHINGTON HALL SECOND FLOOR RENTAL REQUEST AS OF OCTOBER 10, 2019

Thank you for your interest in reserving the Second Floor of Charles Washington Hall for your event! In this packet, you will find all the information and forms necessary to rent the Second Floor of Charles Washington Hall for your event, meeting or other function. It includes:

- Reservation Request Form
- Charles Washington Hall - Rental Agreement and Terms and Conditions
- Charles Washington Hall – Policy and Reservations Procedures Agreement

A completed Request Form, Rental Agreement, and Policy Agreement must be submitted to the City of Charles Town **at least 60 days prior to your event date** but can be submitted up to six months prior. Once received, it will be processed within 10 days and you will be informed of the cost of your rental. Full payment and all completed paperwork are required to confirm your reservation. Submission of a Request does NOT constitute approval. Reserving multiple dates in consecutive succession is generally discouraged but may be permitted.

Charles Washington Hall is, generally, available for rent at the following times and rates:

<u>Duration</u>	<u>Availability</u>	<u>Rental Rate*</u>
1/2 –Day/Weekday	8am-1pm OR 1pm-6pm, M-F	\$125
Full Day/Weekday	8am-6pm, M-F	\$200
Evening/Weekday	6pm-10pm, M-Th.	\$150
Full Day/Weekend	8am-6pm, Sat. or Sun.	\$300
Evening/Weekend	6pm-10pm, Fri. or Sat.	\$250
Weekend	6pm Friday to 6pm Sunday	\$750

Please ask about our special rates provided to non-profit organizations and civic/community groups who are using the facility for a public, ticketed, or private invitation only event.

**Full payment and all completed paperwork are required to confirm your reservation.
Submission of a Request does NOT constitute approval.**

Organization/Individual: _____

Person Submitting Reservation Request: _____

Address, City, State, Zip: _____

Cell: _____ Email: _____

Alternate/Emergency Contact Name, Phone, Cell, Email: _____

Reservation Date(s): _____ **Day(s) of Week:** _____

Time: _____ to _____ (must include setup and cleanup times)

Estimated Attendance: _____ Open to Public? Yes / No

Name/Description of Event: _____

Planned Activities: _____

Will be used for fundraising? Yes / No

If used for fundraising, what will net proceeds be used for? _____

Are you proposing to have alcohol at your event? Yes / No

If Yes:

Have you have attached proof of full liquor liability insurance, wavier of subrogation, and general liability insurance?: Yes / No

Have you read the Charles Washington Hall Rental Agreement and Terms and Conditions?

Yes / No

Will you be using outside Vendors (such as caterers, etc.) and/or does your event feature Vendors selling any items? Yes / No

Will food or beverages be served? If so, please indicate what is planned.

I have read and signed both the Charles Washington Hall Policy and Reservations Procedures Agreement, and the Charles Washington Hall Rental Agreement and Terms and Conditions in its entirety, which is included in this submission. In the event of cancellation, a minimal service fee will be charged. By signing below, I agree to indemnify and hold harmless the City of Charles Town and the Charles Town Building Commission against any and all liability, claim, loss or payment of any kind arising out of uses of the facility and actions that may be caused during my event.

Applicant Print Name: _____ **Date:** _____

Applicant Signature: _____

COST: _____	APPROVAL DATE: _____	FORMS REC'D _____
APPROVED BY: _____		