

## **RENTAL GUIDELINES FOR PROSPECTIVE RENTERS**

The rental program of Senior Center, Inc. exists to serve the community by providing a facility for events such as weddings, seminars, workshops, concerts, plays, board retreats, annual business meetings and other professional events.

Any group or person contemplating renting the facility is advised to read the following before entering into a contract with Senior Center, Inc.:

1. Events must be booked at least thirty (30) days in advance.
2. Events are considered scheduled when a non-refundable reservation deposit of \$400 is received and the contract is signed by the renter. The \$400 deposit guarantees the room reservation and will be credited toward the total rental fee.
3. The Facility Coordinator will review the contract with the renter.
4. The balance of the rental fee must be paid thirty (30) days prior to the event date.
5. For large events such as weddings, fundraisers, or any other event involving 100 participants or more, a \$300 refundable damage deposit is required. The damage deposit will be refunded upon determination that the renter has not caused any damage to the facility including, but not limited to, carpets, equipment, kitchen facilities, stage area, floors, tables and furniture. Items missing or damaged will be charged to the damage deposit first. Any additional damages above and beyond the damage deposit will be charged to the renter. The damage deposit may be waived for reoccurring rentals as determined by the Facility Coordinator.
6. Only caterers approved by Senior Center, Inc. may use the kitchen. Renters who utilize family, friends, or anyone other than an approved caterer to provide the food will not have use of the kitchen.
7. Caterers must present a copy of their business license and either a Health Department Certificate or a Food Service Manager Certificate to the Facility Coordinator. All approved caterers must meet with the Facility Coordinator and the renter to review and sign the Catering Agreement.
8. A Virginia ABC license is required if alcohol will be served at the event. A copy of the license must be mailed or delivered to the Facility Coordinator seven (7) days before the event.
9. The renter must select a room setup diagram to Senior Center, Inc. at least two (2) weeks before the event.
10. A security guard will be provided for evening events which take place during non-operational hours. Security is not required for reoccurring rentals. Senior Center, Inc.

will schedule the guard as necessary. The fee for the Security Guard is included in the total rental payment.

11. Each ballroom has a capacity of 100 people if the room is set up for a meeting with little movement. The maximum capacity for all of the ballrooms combined is 300 people without a dance floor and 250 people with a dance floor.
12. Staples, nails, tape, pins and other defacing devices may not be used on interior or exterior surfaces including, but not limited to, walls, doors and trim.
13. The renter is responsible for cleaning up all spills, taking all trash to the dumpster located at the side of the building and removing all recycling from the premises.
14. The AV equipment, sound equipment, projector, screen and piano belonging to Senior Center, Inc. are not available for use unless special arrangements have been made with the Facility Coordinator. Fees will be determined upon request for use.
15. The renter must provide a Certificate of Insurance with a minimum of \$500,000 naming Senior Center, Inc. as an additional insured. An event allowing alcohol needs insurance in the amount of \$1,000,000.
16. Non-Profit organizations (those presenting a Letter of Determination from the IRS) and active members of Senior Center, Inc. will receive a 20% discount.
17. The Center is a smoke free facility.
18. No general public admissions at the door are acceptable. Events must be by invitation ONLY.

Rev. 7/19/12 RDGH