

Brunswick County Conference Center Use Policy

GENERAL INFORMATION

The Brunswick County Board of Supervisors and the Brunswick County Industrial Development Authority Board of Directors (Boards) make the Brunswick County Conference Center (Center) available for use by all citizens, other individuals, groups and organizations on a first-come, first-served basis. The Center is available for use consistent with the usage policies set forth in these guidelines. The Boards reserve the right to deny use of its facilities for reasons deemed sufficient by the rental committee.

TYPES OF FACILITIES & RESOURCES AVAILABLE

The Center consists of two (2) large rooms that can be used for meetings or events. The Center is equipped with tables and chairs for banquet seating.

CENTER USE FEES

Meeting Rooms	Rental Fee	Maximum Capacity
John E. Thomasson Room	\$370.00	146
Saint Paul's Room	\$300.00	139

Rental of each room is for a period of up to 4 hours. One hour before the meeting/event to set up and one hour after the meeting/event to cleanup is included in the fee. Any use beyond the 4 hour period will be charged an additional fee of \$75.00 per hour.

A non-refundable rental fee of 1/2 of the rental fee must be collected to ensure the scheduling of the Center. The remaining payment will be due no later than 30 days prior to the first day of rental. This final payment will not be refunded less than 30 days prior to the first day of rental.

There is a non-refundable room set up fee of \$100.00 for each room.

A security deposit of \$150 must be paid in addition to the reservation fee (Refer to Scheduling Procedure on Page 2). The security deposit is refunded within five (5) business days if the conditions under Security Deposit Conditions below are met.

SECURITY DEPOSIT CONDITIONS

Thank you for choosing the Center for your special event. Please do us the courtesy of leaving the building the way you found it. This includes the following:

Clean up:

Renter is responsible for cleaning. The Boards' staff provides garbage cans and garbage bags for the convenience of the renter. Renter must complete the following clean up:

- Clean off all tables and wipe up any spills.
- Clean up any food and/or drink spills on "main floor"
- Carefully take down decorations.
- Check restrooms so they are left in the same condition they were at the beginning of the event. Pick up all paper and flush all toilets.
- Check the grounds around the Center and parking lot where guests might have dropped cups, cans, and other debris.
- Leave the grounds in the condition the renter found them.
- The renter is responsible for trash disposal. There is a dumpster located in the rear of the Center.

Please be aware if the building is not cleaned to the standards above, you will forfeit your security deposit.

ALL EVENTS ARE TO BE OVER BY 1:00 A.M.

Rental of the Center includes the following:

Tables
Chairs
Trash Cans
Set up

SCHEDULING PROCEDURE

Official Center reservations can be made via the website at [www._____](http://www._____.com) or by contacting Brunswick County Government or Industrial Development Authority per the information below.

Once an event is placed on the Center's master schedule, the renter is required to submit a completed Reservation Form. Form may be electronically submitted via the website or to the address below. The reservation fee of 1/2 of the rental fee and security deposit must be collected within 5 business days of the reservation to ensure the scheduling of the Center. You may pay by Money Order, Cashier's Check, Debit or Credit Card. **Please make Money Orders and Cashier's Check payable to Brunswick County Conference Center, and send to address below. An appropriate surcharge may be applied for credit card use.**

Brunswick County Government
228 North Main Street, Suite 300
P. O. Box 399
Lawrenceville, Virginia 23868
434-848-3107

Industrial Development Authority
116 West Hicks Street
Lawrenceville, Virginia 23868
434-848-0248

Arrangements for any room set-up must be indicated at least ten (10) working days prior to the event. Center staff may not be able to honor late requests.

CANCELLATION BY RENTER

If the rental fee is paid in full and the renter cancels their event more than 31 days prior to the event, 1/2 of the full rental fee will be refunded. Cancellation less than thirty (30) days prior to an event forfeits all payments.

CENTER RESERVATION FORM

The Center may be reserved using the Center's Facilities Reservation Form at www._____. This form must be completed and signed by a representative of the user group.

TYPES OF EVENTS AND LIMITATIONS

The Center is available for a variety of events such as receptions, reunions, meetings, workshops and seminars. Conduct that violates *the requirements of any Virginia or federal statute or regulation governing discrimination on the basis of race, color, religion, national origin, sex, pregnancy, childbirth or related medical conditions, age, marital status, or disability is prohibited at the Center shall be deemed an "unlawful discriminatory practice."*

DECORATIONS

Decorating must be done within the rental period including the one (1) hour prior to event that is provided for setup; if you or your decorator need additional days to decorate or break down, you need to rent the additional days. Do not place tables or chairs against the walls of the Center. Either the renter or the decorator must notify the Center' staff of any ceiling decorations being provided. **DO NOT ATTACH ANY TYPE OF DECORATIONS ON THE WALLS OF THE CENTER.**

LIABILITY

Sponsoring individuals and organizations are responsible for the conduct of their guests while in the Center. Renters must agree to assume full responsibility for liability, injury or damage to persons or property to the extent caused by the negligence or willful misconduct of user and their guests. A statement of insurance covering use of the Center may be required prior to use.

In consideration thereof, it is understood and agreed that the renter will indemnify and save harmless the Boards, its agents and employees from any and all liability, claims, expenses, costs, and attorney's fees caused directly or by its negligent use of the Center.

It is further understood that the Boards shall not be responsible for any property damage to others or personal injury to others, including death, that may arise out of the use of the Center, except to the extent caused by the Boards' negligence or willful misconduct.

The renter agrees to leave the Center and/or grounds in the same condition that existed prior to their use.

REFRESHMENTS AND OTHER SERVICES

Food and refreshments may be served in the Center. The renter is responsible for providing refreshments, cleanup, placement of trash in containers, and for the cost of the repair of any damaged or soiled furniture, floors or walls. The Board's personnel will not assume responsibility for any aspect of food and refreshment service. The user group must provide items such as tablecloths, water pitchers, eating and serving utensils, glasses, paper products, etc.

PARKING

Ample parking is available at the Center. Handicap spaces are clearly marked and should be utilized only by vehicles bearing official handicapped driver designation. The renter is also responsible for the cleanup of the parking lot

SECURITY

A law enforcement officer is required at the expense of the client and must be approved by the Boards' personnel. The renter is required to complete the Special Assignment Law Enforcement form. Verification of security personnel must be provided to the Board's staff within 10 working days prior to the event.

THIRD PARTY RENTALS

Patrons may not book the Center for the purposes of renting to another party ("third-party rental"). Third-party rentals will result in the loss of rental privileges for all parties involved.

RENTER RESPONSIBILITY

The undersigned renter shall be at least 21 years of age and shall be legally responsible for compliance with all articles of this policy, and any damages, which may occur to the Center as a result of the usage covered by this Brunswick County Conference Center Use Policy. The undersigned renter shall be present at all times during the reservation period.

ALCOHOL

Renter may provide alcohol in the Center in strict compliance with all the laws of the State of Virginia. Rules governing alcohol and applications can be found at the following link: <http://www.abc.virginia.gov/licensing.html>. NO PERSON UNDER THE AGE OF 21 CAN CONSUME ALCOHOL UNDER ANY CIRCUMSTANCES. All guests must keep alcoholic beverages inside the Center. Guests should not wander onto the grounds, undesignated areas and/or parking lot with alcoholic beverages. Any person who cannot act responsibly will be asked to leave by law enforcement personnel. Any person may be removed for public intoxication or inappropriate behavior at any time and at the sole discretion of the Sheriff's Office.

It is the renter's responsibility to acquire Virginia Health Department and Alcohol Beverage Control (ABC) permits in the renter's name for their event. A copy of the permits must be provided to the Board's staff within a minimum of 3 working days prior to the event.

DRUGS AND OBSCENITIES

Absolutely no drugs of any kind are allowed in the Center or on the grounds. Renter is responsible for the overall behavior of all guests during the reservation period. Any obscenities, lewd, obscene, or disruptive behavior will not be tolerated. Any use of drugs or obscenities may result in the person(s) and or entire function being asked to leave the premises either by law enforcement personnel. **No refund shall be given.**

TICKETS

No ticket selling, admission charges or donations may be solicited without prior approval from the Boards' staff. No person may use the Center for personal profit.

PYROTECHNICS, OPEN FLAMES AND AIR SUPPORTED STRUCTURES

All pyrotechnic displays, open flames and air supported structures (excluding tabletop candles and liquid fuel) are prohibited.

REQUIRED EXITS AND EGRESS

All marked exit doors and corridors shall remain clear and free of obstructions.

MAINTENANCE ISSUES

If an issue arises with the Center, an attendant will be on the premises to assist you.

TERMS AND AGREEMENT

I, the undersigned, have read and understand the terms and agreement for the rental of the Brunswick County Conference Center (Center). The provisions of the guidelines have been thoroughly discussed with me by the Center staff, and I agree to uphold these regulations in accordance with said policy. All renters must consent to the terms of the policy in order to have access to the Center.

Name the Renter (Print)

Date

Signature of the Renter

Date

**Brunswick County Conference Center
Facilities Reservation Form
Use Policy and Security Deposit Agreement**

I, the undersigned, have read and understand the rental policies attached. I will adhere to the policies and security deposit conditions throughout my event.

Signature of this form and a non-refundable Reservation Fee of 50% of the rental amount will ensure your reservations.

Renter's Name (print)

Date

Renter's Signature

Renter's Driver's License Number

Organization/Individual: _____

Date(s) Needed: _____

Purpose/Type of Event: _____

THE BUILDING IS NOT AVAILABLE PRIOR TO 8:30 A.M. (Special requests may be granted).

Time Needed: Set up/clean up ____ (am/pm) to ____ (am/pm)

Actual hours of Event: ____ (am/pm) to ____ (am/pm)

Estimated Number of Participants: _____

Ticket Sales: ____ No ____ Yes

Alcohol: ____ No ____ Yes

Contact Name: _____

Address: _____

Daytime Phone Number: _____ Cell Phone: _____

Email address: _____

For questions contact Name: _____ Telephone No.: _____

Email address: _____

Reservation Fee Collected: \$ _____

Balance on rental fee due: \$ _____

Security Deposit due: \$ _____

Room Set Up: \$ _____

FOR OFFICE USE ONLY - Record of payments by renter

Weekday Use _____ Weekend Use _____ Extra Day(s) _____ Option #1 _____
Option #2 _____ Option #2 – Additional Hrs. _____ Section (s) _____

Total Amount Owed \$ _____

50% Rental Fee Paid \$ _____ Date _____ Staff Initial _____

Balance of Rental Fee Paid \$ _____ Date _____ Staff Initial _____

 Paid \$ _____ Date _____ Staff Initial _____

Security Deposit Paid \$ _____ Date _____ Staff Initial _____

