



Surry County
Parks and Recreation
BUILDING RENTAL FORM

Revised 04/10

Please print and answer all questions:

Name of Family/Organization _____

Specify event to be held _____

Estimated Attendance _____ Is this a Fund Raising Activity? () Yes () No

If yes, admission price _____ Explain what funds will be used for? _____

Date of requested event _____ Beginning Time: _____ Ending Time: _____

Set-up Time: _____ Night before setup (upon availability) () Yes () No Extra Fee: _____

*** A layout of your event is needed for staff setup only.**

Enter number of: _____ Chairs _____ Tables P.A. System () Yes () No Podium () Yes () No

Is kitchen required? () Yes () No ***RENTERS MAY USE KITCHEN FOR REHEATING FOOD ONLY!**

Contact person for this event _____

Address _____ City _____ State _____ Zip _____

Telephone Number (Home) _____ (Cell) _____ (Work) _____

Email Address _____

Are you a Surry County Resident? () Yes () No Will alcohol be served at this event? () Yes () No

***If YES, an ABC PERMIT and SECURITY by LOCAL SHERIFF DEPARTMENT are required for this event.**

BUILDING USAGE FEES:

Surry County Residents: \$40.00 per hour Out of County Residents: \$60.00 per hour

The following fee will be added to the above total cost:

Maintenance Clean-up Fee: \$65.00 Flat Fee

***A deposit of \$20.00 must accompany this form.**

Checks or Money Orders accepted only!!

Payable to: Treasurer of Surry County

***ALL TEEN AFFAIRS MUST END BY 12:00 MIDNIGHT. ALL ADULTS AFFAIRS MUST END BY 1:00A.M. PARTICIPANTS HAVE ONE (1) HOUR TO REMOVE ALL ITEMS AND DECORATIONS AFTER YOUR AFFAIR.**

* Note: Applicant may not consider this application approved/disapproved until the applicant receives a written correspondent from the Director.

If you cancel your event, written notification must be received by Parks and Recreation Department at least five (5) working days prior to the scheduled event. Your deposit will be non-refundable if failure to comply.

Signature _____ Date _____

For Office Use Only

Approved _____ Disapproved _____ Letter of Confirmation _____ Total Amount Due _____ Deposit Received _____
Balance Due _____ Paid in Full (Y) (N) Amount Owed _____ Liability Wavier Required (Y) (N)

This facility will not be available for usage for the purpose of discrimination against race, creed, religion or national origin as this is the law of the land as a result of the Civil Rights Act of 1964.

Ervin Jones, Director - P.O. Box 7 - Surry, Virginia 23883
Phone: (757) 294-3002 Fax: (757) 294-5332



SURRY COUNTY PARKS AND RECREATION FACILITY AND LIABILITY WAIVER

Please read, sign and date form.

DAMAGES

The Lessee agrees to indemnify *Surry County* for any damages in excess of ordinary wear to the building, furniture, equipment or other fixtures caused by an act of players, coaches, employees, representatives, or uninvited guests or spectators at the event. The Lessee will be billed any damages repaired by the *Surry County Parks and Recreation* including labor and materials. The *Surry County Parks and Recreation* does not assume responsibility for damage to or loss of any materials or equipment left on the *Surry County Parks and Recreation* premises.

LESSEE'S LIABILITY

The Lessee shall be responsible for the supervision and control of its agents, employees, guests, and contractors, and their activities on *Surry County Parks and Recreation* premises. The lessee agrees to indemnify and hold harmless, assume liability for and defend, the *Surry County Parks and Recreation*, the *Surry County Board of Supervisors* and its officers, employees and agents, from and against any and all actions, claims, liabilities, assertions or liability, losses, costs, and expenses, which in any manner arise or are alleged to have arisen, from the acts, omissions or wrongful conduct of lessee, in connection with lessee's operations, activities, occupancy, or use of the *Surry County Parks and Recreation* premises. *Surry County* may, at its discretion, require the lessee to furnish a *Certificate of Insurance* for general liability with minimum limits of liability of \$1,000,000. Such insurance shall designate "Surry County Parks and Recreation, its board, officers, employees and agents" as an additional insured under the policy. Such policy shall be issued as evidence of lessee's financial ability to meet its obligation under this paragraph.

Certificate of Insurance Required

_____ Yes _____ No

Signature _____ Date _____

Director's Signature _____ Date _____