

## Windsor Town Center

### RENTAL AGREEMENT FORM

**Renter full name:** \_\_\_\_\_ **Event date(s):** \_\_\_\_\_  
**Address:** \_\_\_\_\_ **Event time(s):** \_\_\_\_\_  
 \_\_\_\_\_ **Rental package no.:** \_\_\_\_\_  
**Phone no.:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Information about the event and usage of the facility:**

<b>FACILITY HOURLY RENTAL RATES<sup>(1)</sup></b>		
<b>Rental package no.</b>	<b>Rooms included</b>	<b>Hourly rate</b>
<b>1</b>	Full building – gym, kitchen, meeting room, art room	\$125
<b>2</b>	Gym	\$75
<b>3</b>	Gym, kitchen	\$100
<b>4</b>	Meeting room	\$50
<b>5</b>	Meeting room, kitchen	\$75
<b>6</b>	Wedding package (see note below)	See note below
	Breakdown of chairs and tables, and clean up by others	\$200

<sup>(1)</sup> Hourly rates are subject to change and may be modified at the discretion of the Windsor Town Center Advisory Board.

Wedding package: For renters needing the full building (package 1) for more than one consecutive day, the hourly rate for the shorter of the two days shall be \$62.50.

The rental agreement is being entered into by the person/institution identified on page 1 of this form and the Windsor Town Center (WTC). As such, the renter must be at least 21 years of age and fully provide the required contact information, credit card information, and ABC licenses (if applicable).

**Discounted Events, User Groups:**

<b>TOWN SPONSORED EVENTS</b>		
<b>Event</b>	<b>Timeframe</b>	<b>Discount</b>
Elections, Primaries	All	100%
Red Cross Blood Drives	Up to 4 per calendar year	100%
Isle of Wight County Government	Per Agreement	100%
Isle of Wight Museum Lunch and Learn, and similar events	All	100%
Friends of the Windsor Library Breakfast with Santa	December	100%

- Civic groups from the Town of Windsor, VA are eligible for a 50% discount on events Monday – Thursday, and one event per calendar year Friday – Sunday.

**Contract and payment:**

- All payments are to be made to the Town of Windsor and paid at the Windsor Town Hall.
- An additional 3% surcharge is applied to payments made through the use of a credit or debit card.
- The total rental cost is determined by the rental package hourly rate and total number of hours required by the renter (plus surcharge if applicable).
- A deposit of 50% of the total rental cost is required upon signing the rental agreement to reserve the requested date(s) and time(s).
- A date/time will not be reserved for an event until the 50% deposit has been submitted by the renter.
- The total rental cost must be paid three weeks prior to the scheduled event. Unpaid balances will be automatically withdrawn from the credit card on file on the day of the event.
- An event may be cancelled at no cost if notification is received by the WTC at least 60 days prior to the scheduled event. If an event is cancelled after the 60 day window has expired, the deposit will be retained by the WTC unless another event can be scheduled for that day/time, in which case the deposit will be returned to the renter in full.
- Additional time, rooms, and/or resources cannot be added to or removed from the rental agreement unless notice is given three weeks prior to the scheduled event.
- If the renter exceeds the agreed upon time set for the event without giving notice three weeks prior to the event, the credit card on file will be billed \$250 for each additional hour used.
- If the renter uses additional resources, beyond those stipulated in the agreement, the credit card on file will be billed \$250 for each hour the facility was in use.
- If sufficient notice is provided by the renter, additional time may be added (if available) or removed, by the renter as an amendment to the original agreement.
- If additional rooms and/or resources need to be added (if available) or removed, the original agreement will be voided and the deposit returned to the renter, and a new agreement will be completed.

*I have read, understand, and agree to the contract and payment policies (initial): \_\_\_\_\_*

**General usage:**

- The facility closes at 11 pm, and all events must be fully completed (including cleanup) by that time. Extended operating hours may be granted and require board approval.
- No animals of any kind are allowed on the premises without prior authorization of the WTC Advisory Board (excludes service animals).
- No smoking inside or outside the facility (WTC is on public school premises).
- No firearms allowed inside or outside the facility (WTC is on public school premises).
- Children must be supervised at all times by an adult (at least 21 years of age).
- The WTC retains the right to refuse the use of the facility at any time for events that are deemed unsafe, include illegal activities, or are non-compliant with reasonable standards of conduct in a public venue.

- The WTC is not responsible for any and all items that are damaged, lost, or stolen before, during, or after the event.
- Consumption of alcoholic beverages requires a Virginia ABC license which must be on file in the WTC office at least 5 business days before the event. Open alcohol containers may not be taken outside the facility at any time.

*I have read, understand, and agree to the general usage policies (initial): \_\_\_\_\_*

**Vendors, caterers, and entertainment:**

- The WTC does not provide linens, plates, silverware, glasses or cups.
- If applicable, the name and contact information of any vendor, caterer, or entertainment must be provided on this rental form.
- DJ and/or band must provide their own sound system.
- Plans for events with an ABC license, and over fifty attendees, will be reviewed by the Windsor Police Department to determine if security is warranted. If security is deemed warranted, the cost of that security is the responsibility of the renter. The renter can provide private security or pay for an off-duty Windsor Police Officer.

*I have read, understand, and agree to the vendors, caterers, and entertainment policies (initial): \_\_\_\_\_*

**Decorations:**

- No decorations may be taped, stapled, pinned, or otherwise affixed to walls, floors, or ceilings.
- Confetti, glitter, and spray paint may not be used within the facility.
- The throwing of confetti, rice, rose petals or litter of any kind is prohibited.
- Bubbles and bird seed can be used outside at weddings.
- Candles are permitted only if they are placed in a globe and the flame does not go outside the globe.

*I have read, understand, and agree to the decorations policies (initial): \_\_\_\_\_*

**Setup:**

- The renter is responsible for walking through the facility with a WTC employee before the event to check that the event plan has been executed properly and to establish an initial baseline condition for the facility.
- The renter must meet with WTC management at least 3 weeks before the event to provide details and requirements for event seating and activities.
- Additional changes to the agreed upon event plan that require additional time or resources of the WTC are not allowed.

*I have read, understand, and agree to the setup policies (initial): \_\_\_\_\_*

**Cleanup:**

- The client is fully responsible for cleaning any and all rooms identified in the rental package whether or not they were utilized during the event. This includes breaking down all tables and chairs to allow for effective cleaning.
- Should the renter prefer to pay for others to break down tables and chairs, and clean up, the fee is \$200. Should the renter pay for cleanup by others, they are still responsible for clearing the tables of trash and debris.
- The client is responsible for walking through the building after an event with a WTC Employee to ensure the state of the facility is identical to the initial baseline condition identified before the event.
- The client will be responsible and charged for damage to the building, equipment, furniture, or items missing after the event.
- Additional cleanup required by the WTC to return the facility back to the initial baseline condition will be charged to the credit card on file at the hourly rate for the rental. The amount of time required to perform the additional cleanup will be determined by the WTC staff.

*I have read, understand, and agree to the cleanup policies (initial): \_\_\_\_\_*

In consideration for the use of the WTC facilities; the client, its guests and invitees hereby releases the Town of Windsor and Isle of Wight County, to include Isle of Wight County School Board and Isle of Wight County Parks and Recreation department, from and for all liability, claims and demands on account of injury, loss or damage including property loss or damage, bodily injury, or sickness, that the client or guests may suffer as a result of such use.

Additionally, by signing below, the renter is agreeing to all WTC policies and procedures as set forth in this agreement and to pay the full cost for the rental along with additional charges for any damages or expenses incurred as a result of the rental.

**I do / do not consent to the use of photographs of my event for the purpose of marketing the Windsor Town Center.**  
(Circle one)

**Renter signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**WTC employee:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Total cost:**

To be completed by WTC employee and reviewed by renter.

All payments made to Town of Windsor and paid at Windsor Town Hall. A

Rental package number: \_\_\_\_\_

Package hourly rate: \_\_\_\_\_

Number of hours: \_\_\_\_\_

Breakdown/Cleanup by others: \_\_\_\_\_

Sub-total cost (hourly rate × number of hours): \_\_\_\_\_

Credit card surcharge (3% of Sub-total cost): \_\_\_\_\_

**Total cost (Sub-total cost + surcharge):** \_\_\_\_\_

**Setup/cleanup review:**

Plan reviewed and agreed upon by:

Setup review completed (date and time): \_\_\_\_\_ Renter initial \_\_\_\_\_ WTC initial \_\_\_\_\_

Cleanup review completed (date and time): \_\_\_\_\_ Renter initial \_\_\_\_\_ WTC initial \_\_\_\_\_

**Vendors, caterers, and entertainment:**

Please list below any vendors, caterers, and entertainment that will be operating at the event and include contact information.

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

**ABC license information:**

Make copy of license and store with rental agreement form.

Name on license: \_\_\_\_\_ License type: \_\_\_\_\_

License number: \_\_\_\_\_ License date(s): \_\_\_\_\_

**Credit card information:**

Make copy of both sides of card and store with rental agreement form

Name on card: \_\_\_\_\_ Zip code: \_\_\_\_\_

Card type: \_\_\_\_\_ Card number: \_\_\_\_\_

Expiration date: \_\_\_\_\_ CVV code: \_\_\_\_\_