



**LEGACY HALL
Reservation Agreement**

Business: 757-259-5410 Fax: 757-259-5420
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This **Reservation Agreement**, along with **a \$25 processing fee and the appropriate security deposit, must be submitted** to reserve Legacy Hall. The forms should be emailed, faxed, mailed or delivered to the **Legacy Hall Coordinator, James City County Parks and Recreation, 5320 Palmer Lane, Suite 2A, Williamsburg, Virginia 23188**. Credit cards, cash, money orders, and checks are accepted. Credit card payments can be made over the phone. **Effective July 1, 2016, a 2.95% credit/debit card convenience fee was added to the bill total**. Please make checks payable to *Treasurer, James City County*.

Reservations for Legacy Hall are accepted up to one year in advance of the event date. Exceptions will require approval from the County Administrator or designee. The Applicant/User must read and agree to abide by the **Legacy Hall Policies and Procedures**.

The Applicant/User signing the Reservation Agreement **must be at least 21 years old** and must accept the responsibility for use of Legacy Hall during the date and time agreed.

1. Applicant/User Name: _____
2. Address: _____
3. City/State/Zip Code: _____
4. Phone: _____ Fax: _____
- Email: _____
5. Name of Organization (if applicable): _____
6. Non-Profit Organization? Yes _____ No _____

(Note: Legacy Hall is not available on James City County observed holidays.)

Today's Date _____ / _____ / _____ Date of Event: _____ / _____ / _____

Monday-Saturday Reservation Hours: 8 a.m. until 11 p.m.

Sunday Reservation Hours: 8 a.m. until 6 p.m.

Reservation Start Time: _____ Event Time: _____ Exit the Building Time: _____
(must include time for caterers, florists, rental companies, decorating, cleanup, etc.)

Number of Participants: _____ *(Building occupancy limited to 299 by James City County Fire Code)*

Description of Event: _____

Will food be provided? Yes ____ No ____

Will alcohol be served? Yes ____ No ____

Will a Caterer be used? Yes ____ No ____

Caterer Phone Number: _____

Will the Caterer serve the food? Yes ____ **OR** just drop off & **NOT** serve? Yes ____

Name of Catering Company _____

If you are serving food and/or alcoholic beverages in Legacy Hall, the applicant must read and abide by the Food and Beverage Policies governing the use of the facility. Please initial that you understand this requirement. _____

If you hire a caterer to work the event and/or you serve alcohol, a certificate of insurance for General Liability covering the event is required. Please initial that you understand this requirement. _____

Will a Tent be used? Yes ____ No ____ (If "Yes," complete the attached Tent & Rental Information form. Tent rentals are the responsibility of the Applicant/User.)

Setup Equipment available at no additional cost listed below. County Staff will do one basic setup of James City County equipment only, inside the building, but not on the patio, and will not setup special style setups. All other setups or changes will be the responsibility of the user.

NOTE: We do NOT provide linens or dishes

Lectern

Projection Screen

Tables/Chairs

Patio (West Terrace)

Set up Services

AV Cart

Will rental equipment or furniture be used for the event? Yes ____ No ____

Name of Rental Company & Contact: _____

Rental Contact(s) Telephone: _____ Cell Phone: _____

It is the responsibility of the Applicant/User to ensure the delivery and removal of rental equipment, the decorating, breakdown and cleanup to include trash removal are accomplished within the time period reserved by the Applicant/User on the Reservation Agreement. For any time in excess of the contract time an additional \$150 per hour, regardless of time over, will be charged to the Applicant/User and/or deducted from the security deposit.

Please carefully read the following statement before signing:

I have read and understand the **Legacy Hall Policies and Procedures** governing the use of Legacy Hall and understand the refund of my security deposit is conditioned upon my adherence to these policies and procedures. I agree to indemnify and hold harmless James City County, its agents and employees from liability for any and all liability or damages resulting from use of the property.

Applicant/User Signature: _____

Title: _____

Date: ____/____/____



Legacy Hall Reservation Agreement Policies and Procedures

User Responsibilities

The Applicant/User is responsible for enforcing law and order during the event period, or if designated by the County, the hiring at the Applicant/User's own expense a James City County Police Officer to do so.

Set Up Procedures

1. Room set ups **are due no later than 14 days prior** to the event date. If the room set up is not received at this time, the user is responsible to complete their own set up that *must be completed within the time reserved on the Reservation Agreement.*
2. Set up of James City County-owned equipment: County Staff will do one basic set up (no special style set up) based on the submitted room set up from the user – All other set ups or changes will be the responsibility of the user. If the patio is used, the user is responsible for completing any set up on the patio.
3. Set up and preparation time performed by non-County staff needs be included in the hours reserved.

Clean Up Procedures

1. The facility and grounds adjacent to Sullivan Square must be cleaned, decorations and **trash removed and the building vacated by the "Out Time" indicated on the Reservation Agreement.** If not, the cost of cleanup and additional hourly use will be deducted from the security deposit. NOTE: For any time in excess of the contract time an additional \$150 per hour, regardless of time over, will be charged to the Applicant/User and/or deducted from the security deposit.
2. **The Applicant/User is responsible for the removal of trash, personal articles, leftover food, beverage containers, and rental equipment by the approved contractual time. If you finish and want to leave early, please call the referenced phone number listed on the kitchen wall to let them know you are leaving; please be sure to lock all doors but you do not need to set the alarm system.**
3. **The Applicant/User must wipe down all walls, tabletops, chairs, counter tops and appliances.** The Applicant/User must ensure the interiors of the oven and refrigerator are clean (food is removed and spills are cleaned).
4. The Applicant/User is not required to mop, but may be asked to spot clean.
5. The Applicant/User must have all non-County rental equipment and furniture removed from the facility at the conclusion of the event. Failure to do so may result in the loss of the security deposit.

Rules/Prohibitions

1. Applicant/User is responsible for all damages to the facility, grounds, facility equipment or appliances occurring during use.
2. Applicant/User must comply with all smoking, fire, alcoholic beverage, noise and other lawful regulations.
3. **Legacy Hall is temperature controlled and outside doors are to be closed while the facility is in use.**
4. No pets or animals (except service animals) are permitted in the facility.
5. No tobacco chewing or smoking is permitted in the facility or within 25 feet outside the facility
6. No rice is permitted outside the facility, no rice or birdseed inside the facility.
7. Open flames are not permitted except for decorative table candles and/or small votive candles in fireproof glass containers.
8. No alcohol without proper permits and explicit conditional approval as stated in the Reservation Agreement. No alcohol may be consumed in any other area except the designated area of the event; alcohol is not permitted on Sullivan Square. Alcohol may be consumed on the West Terrace, provided the required ABC License has been secured and is properly posted.
9. No sale of items without the approval of the County.
10. Collection of money or admissions only as approved by the County.
11. Promotional materials, advertising materials, and decorations must not list the County as a co-sponsor and must be approved before posting.
12. **Use of tape, any adhesives, strings, nails, or tacks are not permitted on doors, walls, windows, lights, art work or ceilings.**
13. **The use of GLITTER and/or CONFETTI is PROHIBITED.**
14. If the West Terrace is used, all equipment and event activities must remain on the West Terrace and **cannot be set up on Sullivan Square.**
15. Amplified sound systems may be used but must be held to the minimum volume necessary to address those in attendance and must not disturb surrounding residential areas. Music should not be heard outside the building after 10 p.m.
16. All vehicles must be parked in designated parking areas only.

NOTE: To see the complete list of rules, prohibitions and procedures, see the Legacy Hall Policies and Procedures.

<https://jamescitycountyva.gov/DocumentCenter/View/2689/Legacy-Hall-Policies--Procedures-PDF?bidId=>



Tent Rental Information

Name of Rental Company: _____

Rental Contact(s) Name: _____

Set-up Date: _____ Set-up Time: _____

Pick-up Date: _____ Pick-up Time: _____

Type of Tent (i.e., stake, weighted): _____

Tent Dimensions: _____ Tent Capacity: _____

If the tent is over 900 square feet or will house more than 50 people, a permit is required from the Building Safety & Permits Division.

Permit Received? Yes _____ No _____ N/A _____

Fire Department Inspection Scheduled? Yes _____ No _____ N/A _____

Flooring Used? Type: _____

Electrical Hook-up? Yes _____ No _____ Chairs? Yes _____ No _____

Please read the following statement carefully before signing:

I have read and understand the **Reservation Agreement Policies and Procedures** and **Tent Requirements** governing the use of Legacy Hall.

Applicant/User Signature: _____

Date: _____