



# LEGACY HALL Reservation Agreement

Business: 757-259-5410 Fax: 757-259-5420  
[legacy.hall@jamescitycountyva.gov](mailto:legacy.hall@jamescitycountyva.gov)

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 will be 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 \_\_\_\_\_ No \_\_\_\_\_ **OR** just drop off & **NOT** serve? Yes \_\_\_\_\_ No \_\_\_\_\_

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 Tent & Rental Information form. Tent rentals are the responsibility of the Applicant/User.)

Setup Equipment available at no additional cost: **NOTE: We do NOT provide linens or dishes nor do we provide setup services for the patio.**

- |  |   |
|--|---|
| <input type="checkbox"/> Public Address System/Lectern | <input type="checkbox"/> Projection Screen    |
| <input type="checkbox"/> Tables/Chairs                 | <input type="checkbox"/> Patio (West Terrace) |
| <input type="checkbox"/> Set up Services               | <input type="checkbox"/> AV Cart              |

(James City County equipment only: County Staff will do one basic setup (no special style setup) – All other setups or changes will be the responsibility of the user.)

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

1. 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.
2. The Applicant/User must comply with all smoking, fire, alcoholic beverage, noise and other lawful regulations.
3. No pets or animals (except service animals) are permitted in the facility.
4. The Applicant/User is responsible for removal of all personal articles by the approved contractual time including leftover food, beverage containers, and decorations.
5. Use of tape, any adhesives, strings, nails, or tacks are not permitted on doors, walls, windows, lights, art work or ceilings.
6. The use of Glitter is prohibited.
7. 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.
8. Amplified sound systems may be used, but must be held to the minimum volume necessary to address only those in attendance, and must not disturb surrounding residential areas. Amplified music shall only be played inside the building and should not be heard outside the building after 10 p.m.
9. All vehicles must be parked in designated parking areas only.
10. The Applicant/User agrees to pay for all damages to the facility, grounds and property, and for any other charges that may be incurred.
11. Damages incurred in excess of the security deposit amount will be assessed by the County and charged to the Applicant/User, in addition to the loss of security deposit. Security deposits will not be refunded in the following circumstances:
  - damage to the facility or grounds
  - damage to facility equipment or appliances
  - failure to properly clean up food, beverages and trash removal – both inside and outside - including areas surrounding the West Terrace on Sullivan Square
  - incomplete removal of decorations, rental furniture or equipment
  - 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.
  - other like reasons
12. Room setups **are due 14 days in advance** of the event date. If the room setup is not received at this time, the user is responsible to complete their own setup. *User setup must be completed within the time period reserved on the Reservation Agreement.*