



Madison County Parks and Recreation

The Oaks Performing Arts Center Rental Form

Complete the following information and either drop at the MCPRA office located at Hoover Ridge or mail to PO Box 435, Madison VA 22727 with payments. Checks made payable to Madison Co. Parks and Recreation Authority. For online reservations, please e-mail completed form to lindsay.mcparksrec@gmail.com and pay at www.hooveridge.com/rentals.

Facility Requested: The Oaks Performing Arts Center

- Half Day - \$75/4 hours rental (resident) \$100/4 hours rental (non-resident)
 - <100 people - \$50 refundable deposit
 - >100 people – use rates below

- Full Day - \$150 rental (resident) \$200 rental (non-resident)
 - 1-200 people - \$100 refundable deposit
 - 201-300 people - \$300 refundable deposit
 - 301+ people - \$500+ refundable deposit to be determined by MCPRA, Special Use Permit by County Board of Supervisors required. Must be completed 30 days in advance. Insurance requirements must be met.

Certification

I, as a duly elected officer, duly appointed representative of said organization, or responsible party for the reservation, hereinafter "sponsor", certify that our organization agrees with the following conditions of use:

Rental Stipulations:

- **Please do not advertise your event prior to receiving your permit approval.**
- MCPRA reserves the right to reject any application for rental.
- Public events may require a special event permit to determine any impact to park
- Park use is primarily intended for nonprofit, nonsectarian organizations for a maximum of twenty-four (24) hours. Uses longer than twenty-four (24) hours must have prior approval from MCPRA Board and PRA Manager and shall not be permitted for more than 5 days in total length.
- All for-profit events charging admission are subject to the 30% MCPRA User Fee.
- MCPRA reserves the right to close and/or cancel any scheduled event/rental due to inclement weather and/or in the case of poor facility conditions. If such closure occurs, the MCPRA will return all monies paid by the group or organization for such event/rental. MCPRA's liability for any cancellation due to inclement weather and/or in the case of poor facility conditions is limited to the amounts paid for such event/rental. MCPRA encourages events to explore event cancellation insurance.
- Reservations are made on a first come-first serve basis.
- All fees (rental and damage deposits) are due at the time of reservation and will be deposited by MCPRA. Checks should be made payable to Madison County Parks and Recreation Authority.
- MCPRA reserves the right to increase a deposit fee depending on the event and expected number of people to attend.
- **Facility Refund Policy:**
 - Cancellation > 2 weeks prior to rental – full refund for rental less \$25 administrative fee
 - Cancellation < 2 weeks prior to rental – 25% refund for rental plus \$25 administrative fee
 - No Show on date of rental – loss of rental fee
- Damages above the deposit amount will be charged at a rate of **\$40.00 per hour per staff** plus any out-of-pocket expenses incurred. The individual, group or organization will be invoiced for any repairs made as a result of damages that occurred during the rental and/or trash that was left behind for which the deposit does not cover. Damage Deposit Refund checks will be processed and mailed within 30 days after the date of the event.
- Renters are responsible for cleaning the park facility that are a result of their event. This includes picking up ground litter, emptying trash cans, disposal of trash and replacing trash can liners. Please leave the park in the same, if not better, condition that you found it.
- Renter acknowledges that he/she has fully inspected the premises and accepts them as suitable for leased purpose.
- Renter agrees not to make changes of any kind to the premises, or to display any signs in or about the premises without prior written consent of MCPRA staff.
- Renter shall not permit premises to be used for any purpose which would render the insurance void or create hazards that increase insurance risk.
- MCPRA shall have unrestricted access and right of entry. MCPRA staff shall

endeavor, however, to abide by Renter's direction in respecting use of entrances and exits during the time period covered by this agreement.

- MCPRA shall not be liable for any injury to person or damage to property on or about the premises due to any cause whatsoever, and Renter agrees to indemnify MCPRA and hold it harmless from any loss, expense or claim arising from such injury or damage. If, due to any breach of default of Renter's contract agreement, it shall become necessary for MCPRA to employ an attorney to enforce or defend its rights or remedies, Renter agrees to pay reasonable attorney's fees incurred by MCPRA.
- Renter assumes all responsibility for the behavior of all persons admitted to the premises or any portions of the building or grounds by the Renter or its representatives or employees. Renter agrees to employ at its expense the number of policemen deemed necessary by MCPRA for the protection of persons and property. Security costs will be paid by the Renter prior to the event. Fee will be paid directly to the officers. The Officers must stay until the event is over and all guests have left.
- MCPRA reserves the right to remove or instruct removal of any person(s) whose behavior is objectionable. Renter waives any right, claim or cause of actions against MCPRA arising from use of this authority and Renter further agrees to indemnify MCPRA and hold it harmless from any loss, expense or claim arising as a result.
- Upon request by the MCPRA, Renter shall procure, at its own expense, general liability insurance with a minimum per occurrence limit of one million dollars (\$1,000,000.00), with a hold harmless clause naming the MCPRA as additional insured, which shall protect MCPRA against all liability or claims due to injury to person or damage to property occurring in or about the premises during use by Event Organizer.
- Renter shall not sublet this lease or the premises or any part without MCPRA prior written consent.
- All advertisements in connection with Renter's use of the premises, including but not limited to admission tickets, window cards, radio and Television announcements and telephone solicitations are subject to MCPRA prior approval of form and content.
- All guests must park in designated areas.
- All rental requests falling outside normal business hours will be reviewed on a case-by-case basis.
- Open flames are strictly prohibited except in designated areas.
- The use of fireworks or pyrotechnics is prohibited.
- Hazardous chemicals and materials are prohibited.
- Health permit is required for all food vendors.
- Moon bounces and other entertainment services are not permitted without expressed permission. Please call for restrictions and terms.
- Pet owners must pick up and dispose of all pet waste in proper receptacles. Pets must be leashed.
- Displays may not be affixed directly to walls of stage without prior consent. Fixtures may not be removed from the walls.
- Pins, tacks, nails or other puncturing devices are prohibited. Scotch, masking, duct tapes and glue are not allowed on any surface. All other adhesives must be approved.
- Glitter, confetti, sand, rice or any substance that causes litter or debris on the grounds is prohibited.
- Glass containers are prohibited.
- MCPRA staff is not available for set up or takedown of any event.

- All cleanup must be concluded at the end of your event.
- All personal materials, equipment and furnishings must be removed at the conclusion of the event.
- **THERE IS TO BE NO CONSUMPTION OF ALCOHOL AT HOOVER RIDGE PARK.**

FAILURE TO ABIDE BY THE ABOVE CONDITIONS AND MADISON COUNTY PARKS AND RECREATION POLICIES MAY RESULT IN REVOCATION OF THIS PERMIT AND DENIAL OF APPROVAL FOR FUTURE REQUESTS.

My organization and I hereby agree to protect, indemnify, and hold harmless the County of Madison, the Madison County Board of Supervisors, and the Madison County Park and Recreation Authority, its officers and employees from any and all claims, liabilities, damages and/or costs and fees, including professional fees, directly or indirectly related to the use of these premises by my group or organization. I have read, understand and agree to the CONDITIONS OF USE FOR COUNTY PARKS AND FACILITIES. I understand that my organization or I may have to provide a certificate of liability insurance. If required, approval WILL NOT BE GRANTED until this is received. I have the authority to sign this application on behalf of my group or organization.

Signature of Renter

Date

Printed Name

Rental Information

Dates Requested: _____ Times: _____

Fee: _____

Name/Organization: _____

If Organization, Contact Person/Title: _____

Address (deposit will be returned here): _____

Phone: _____ Alternate Phone: _____

E-mail address: _____

Emergency Contact (Name/Phone): _____

Are you a citizen of Madison Co: _____ Yes _____ No

Type of event being held: _____

For whose benefit is the event: _____

Will you have a caterer or other paid service at the event?
_____ Yes _____ No If yes, list type of service _____

Will the public be admitted: _____ Yes _____ No
If yes, is admission charged? _____ Yes _____ No

Is there a 3rd party agreement with a profit-making organization? _____ Yes _____ No
If yes, Name of Organization: _____

Number of people expected in attendance? _____



OFFICE USE ONLY

Rental Fee Received by: _____ Date: _____ Payment method _____

Deposit Received by: _____ Date: _____ Payment method _____

Deposit Refunded by: _____ Date: _____ Check # _____

- Your Application has been approved

Changes/Stipulations: _____

Liability Insurance Required (\$1,000,000): _____ Yes _____ No

- We're sorry but the date(s) requested are unavailable