



Madison County Parks and Recreation

Hoover Ridge Park
Special Event Tent

Event Fees: Full Day - \$200 rental

- 1-100 people - \$50 refundable deposit
- 100+ people – contact MCPRA
- 11 6ft. white round tables, 90 chairs – additional \$100/day

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 city 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 less \$25 administrative fee
 - Cancellation < 2 weeks prior to rental – 25% refund 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, Event Organizer 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 inside and within 100 ft. of tent.
- The use of fireworks or pyrotechnics is prohibited.
- Hazardous chemicals and materials are prohibited.
- Health permit is required for all food vendors.
- Displays may not be affixed directly to walls of tent. 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.
- 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.**



Madison County Parks and Recreation

Facility/Field 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:

- Recreation Center Pavilion** (\$25/4 hours; \$50 refundable deposit)
312 Thrift Rd., Madison, VA

Hoover Ridge Park (follow directions to Primary School Drive, Madison, VA):

- Carpenter Pavilion** (\$50/4 hours; \$50 refundable deposit)
- Special Event Tent (May-Oct)** (\$200/day; \$50 refundable deposit)
 - 11 Tables/88 Chairs (additional \$100)
- Camp Crockett Pavilion** (\$25/4 hours; \$50 refundable deposit)
- Camp Crockett** (\$50/night; \$50 refundable deposit)
- Pond Pavilion** (\$25/4 hours; \$50 refundable deposit)
- Sand Volleyball Pavilion** (\$25/4 hours; \$50 refundable deposit)

Multipurpose Fields:

Please Specify (\$100 per day, \$50 refundable fee)

- Hoover Ridge Softball/Baseball (circle: H1, H2, H3, H4)
 - Request Bathrooms (additional \$50)
- Hoover Ridge H5
 - Request Bathrooms (additional \$50)
- Hoover Ridge Football Field
- Hoover Ridge Soccer Field (circle: U6, U8, U10, U12, U14, U18)
- E1 (School Board Court, Madison, VA)
- E2 (School Board Court, Madison, VA)
- Primary School P1 (158 Primary School Drive, Madison, VA)
- Recreation Center Hockey Rink (312 Thrift Rd., Madison, VA)

Rental Information

Dates Requested: _____ Times: _____

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

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:

1. The sponsor agrees to assume all risks and liabilities in connection with the use of the facilities requested, and hereby release, absolve, and agree to save, defend, hold harmless and indemnify including without limitation, property damages, personal injury or death, the County of Madison, its officers, employees, and agents; from and against all liability for claims or judgments arising out of the use of the requested facility by the sponsor, or arising from the actions of the sponsor, or its agents, employees, members, or invitees.
2. The sponsor understands that the County does not provide medical insurance or hospitalization for participants and if such insurance is desired, it is the responsibility of said organization and/or participant.
3. Additionally, all applicable rules and regulations and County ordinances will be adhered to.
4. A refundable deposit of \$50.00 is required at the time of reservation.
5. Moon bounces and other entertainment services are not permitted. Please call for restrictions.
6. Sponsors are expected to leave the facility clean and orderly. All litter must be deposited in receptacles at the site. If litter is in excess of the receptacles' capacity, it shall be placed (neatly bagged) in or next to the facilities dumpster or carried off site. All decorations must be removed before sponsor leaves facility. If the facility is not left clean, the deposit will be forfeited. Additional cleaning fees may apply if the Department incurs any unexpected cleaning cost.
7. The sponsor agrees to pay for all damages to public property and for any other charges that may be incurred as a result of the facility use other than normal wear and tear. Any damages beyond normal wear and tear will also result in the deposit being forfeited.
8. Alcoholic beverages and controlled substances are prohibited.
9. All vehicles must be parked in designated parking areas only. No private vehicles are permitted on any other areas of public facilities.
10. No food/drink concessions shall be operated without a proper permit from the Madison County Health Department and compliance with Madison County Health Department regulations.
11. Admission fees will not be charged for activities without prior approval.
12. Requests for facility use by non-school or non-county organizations may not be approved until school and county athletic field schedules are set.
13. Pet owners must pick up and dispose of all pet feces in trash receptacles.
14. The Department reserves the right to cancel any activity at any time.
15. All cancellations should be made as soon as possible. Any cancellations after 4:30pm the business day before the rental will not be refunded.

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

Date



Madison County Parks and Recreation

Facility/Field Rental COVID-19 Addendum

The novel coronavirus, COVID-19, has been declared a worldwide pandemic by the World Health Organization. COVID-19 is extremely contagious and is believed to spread mainly from person-to-person contact. As a result, federal, state, and local governments and federal and state health agencies recommend social distancing and have, in many locations, prohibited the congregation of groups of people. Madison County Parks and Recreation Authority (MCPRA) has created new protocols and put in place preventative measures to reduce the spread of COVID-19; however, MCPRA cannot guarantee that you or your child(ren) will not become infected with COVID-19. Further, attending any program or event may increase you or your child(ren)s risk of contracting COVID-19.

The following additional rules are now in place:

- Rentals are limited to 100 guests
- Sponsors are required to remove all trash from rental site
- Sponsors should provide own sanitizer – there will be none on site
- Sponsors should encourage guests to remain 6ft. apart at all times
- Any guests who show signs or symptoms similar or relating to COVID-19 should stay home
- Any guests who have tested positive for COVID-19 or have had exposure to someone testing positive for COVID-19 in the past 14 days should stay home
- All guests in attendance do so at their own risk

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.

I have read, understand, and agree to the Addendum to the Facility/Field Rental as it pertains to my reservation of a Madison County Parks and Recreation Facility or Field.

Signature

Date