

**Historic Onancock School
Community & Cultural Center
6 College Ave. Onancock, VA 23417
757-302-1331**

2023 SPECIAL EVENT APPLICATION

To Be Completed by Individual or Organization Leader: (all fields with an asterisk* must be completed to be considered)

*Name of Contact/Responsible Party _____ Organization _____ *phone : _____

*Address: _____ *Email address: _____

*Name of Event: _____ *Dates of event: _____ *Hours of event: _____ AM or PM? (circle option)

*Use of Grounds; Interior Building - GALLERY or BOTH grounds and interior building, (circle one); *Describe which outdoor grounds; (parking lot, fields, playground)

_____ *Brief description of event _____

*# of people expected for event _____ *Fee charged – yes or no _____ *Amount of fee charged \$ _____ per person.

*Will outside vendors be used during event _____ (organization or group making this application is responsible for their vendors) List each vendor on separate paper and attach to completed application)

*Will alcohol be served during event: Yes _____ No _____ If yes, obtain banquet license through the state. www.abc.virginia.gov

Small private parties Must sign a Hold Harmless Agreement. Large Parties (70 or more) and parties serving alcohol, must provide their own insurance policy. Applicant must receive permission from FOS before applying for a Virginia ABC license.

*Name of Insurance Company providing liability insurance for Organization/Group: _____ or sign **Hold Harmless** on Pg. 3/ (a Certificate of Insurance is required with all completed applications. Failure to provide proof of insurance may void your application and the FOS Board may deny your application for this reason.)

COVID-19 Statement: We will continue to observe the Virginia Executive Order in effect for Covid-19 on the day of your rental. Masks for unvaccinated and social distancing and sanitation must be adhered to during rental.

I certify that the proposed and planned event will be conducted on a completely non-discriminatory basis and that no person will be denied admission or attendance on the basis of race, color, sex, national origin, marital status, age, religion, political affiliation or disability. I understand the regulations governing use of the Onancock Community and Cultural Center's facilities and grounds and hereby assume full responsibility for meeting and complying with all regulations including providing liability insurance coverage. **I further understand that drugs and firearms are NOT permitted on the premises at any time. There is NO Smoking allowed anywhere in the building or on the grounds of HOS.** Users agree to indemnify and hold the Town, its officers and agents and employees harmless from all liability, damages, actions, claims demand expense judgment, fees and costs or whatever kind of character arising from, by reason of, or in connection with the use of the facilities described herein. It is the intention of the parties that the Town, its officers, and agents, plus employees shall not be responsible for injury, damage, liability, loss, or expense resulting to the users and those it brings on the premises. Users expressly assume full responsibility for all damages or injuries which may result to any person or property by reason of or in connection with the use of the facilities pursuant to this agreement and agrees to pay the Town for all damages caused to facilities from user's activities.

By signing this application, I agree to pay FOS \$ 350.00 per 8 Hour Day. (8 hours includes set-up/decorating & clean up)

If an evening event - All cleanup must be completed and building vacated and locked by 11:00 PM.

Total amount due: \$ _____ for use of the events room or grounds stated above.

A Security Deposit of \$ 100.00 is due with application along with rental fee. Full payment required at least 30 days prior to event date. Security deposit will be returned 7 days after event if area is cleaned up with no damage reported. Damage or cleaning will be deducted.

Applicant's Signature: _____ Printed name: _____ Date: _____

****If payment has not been received with application, the next application submitted with payment that wishes to reserve the same dates or overlapping dates will have priority.)**

****Personal checks or certified funds should be made payable to *Friends of Onancock School* and either mailed to PO Box 467, Onancock VA 23417 or can be delivered to the FOS office at 6 College Avenue in Onancock, during normal working hours. (Payment must be received no later than one month prior to event, unless FOS gives prior approval for other payment arrangements in writing to Applicant) *A \$50 service charge for all returned checks will be applied.**

FOR OFFICE USE ONLY

FOS BOARD: submitted date: _____ (via email or FOS Board meeting) - voted and approved date: _____ denied: _____ reason: _____

Date Security Deposit received: _____ Cash _____ Check # _____ Certificate of Insurance provided: _____ Date of Expiration: _____

Date Rental Payment received: _____ Cash _____ Check # _____

FOS does not take credit cards

FOS CONDITIONS OF USE/RENTAL OF FACILITIES OR GROUNDS

(Please read carefully before submitting your completed application.)

In order to submit an application for your special event - call 757-302-1331 during office hours, Mondays - Thursdays 9am-4pm; Email, collegeavenue6@outlook.com or stop by the HOS office during office hours at 6 College Avenue, Onancock and pick one up.

FOS shall solely determine suitability of activity and availability of space. Charges shall be determined according to the schedule of fees approved by FOS. A deposit will only hold your application reservation. **Full payment is required with completed application to guarantee your space and dates.**

1. Certificates of Insurance are required of all applicant groups and organizations with completed applications. No exceptions. Limits of liability requirements will be determined by FOS and will be based on the hazard of the activity.
2. FOS reserves the right to interrupt any contracted activity and space in the event of emergency. In such an event, every effort will be made to provide suitable alternative space on FOS property.
3. The organization/group reserving the FOS facilities or premises are responsible for the conduct of the attendees and for any damage, loss, disappearance, or breakage of FOS property during the activity rental period.
4. FOS will not be held responsible for damage to property or loss of material brought onto the property, nor shall they be held responsible for injuries to anyone which may occur on the property because of the event.
5. **Drugs, firearms and smoking of cigarettes, pipes, and cigars are not permitted on FOS property at any time. Please include this in your event marketing material.**
6. FOS may refuse, deny any application, or cancel without liability any use contract/agreement whenever the use, in the reasonable judgment of FOS presents or may present a clear danger to persons or property, or may be in violation or contrary to Federal, State, Local laws, ordinances, or violation of the terms of the lease with the Town of Onancock.
7. Organizations/Groups are responsible for cleanup and disposal of trash in proper trash containers located on FOS property.
8. A separate application must be submitted and approved for each special event occurrence of your organization/group.
9. No organization/group who leases space may sublet their space/date of event with another organization/group.
10. Organizations/Groups are responsible for the following.
 - Any permits required (ie: alcohol) *if special permission has been granted by FOS Board in writing
 - Porta potties (2 for every 20ppl is recommended) if event is to be held outdoors
 - First Aid kits
 - Outside electricity (ie: music, amps, etc.)
 - Tents, Chairs, Tables
 - Set-up and take down
 - Disposal of trash and cleanup crews

We hope after you have carefully considered all of the above, you'll submit your attached application and return it to us!

Please acknowledge that you have read these conditions and understand them.

Sign Here: _____ Date: _____

****All rules/conditions stated above must be followed and adhered to. Failure to do so may result in loss of security deposit, punitive action and/or a permanent ban of individuals or your organization from any future FOS applications.**



Historic Onancock School

Community & Cultural Center

HOLD HARMLESS AGREEMENT

This agreement is between the Friends of Onancock School, The Historic Onancock School (**FOS/HOS** or **“Landlord”**) and **“Renter”** _____

Event Date: _____ Time: _____ day or evening.

Friends of Onancock School, (“Landlord”) is not responsible for the safety or security of the (“**Renter**”), their participants, or invited guests or for Renter’s property. Landlord shall have no liability for any injury to Renter, their participants, or their invited guests occurring on the Premises. Landlord maintains no insurance to protect Renter against liability or loss. All personal property and valuables placed on the Premises by Renter, participants and invited guests and shall be at the sole risk of the Renter. **Landlord strongly advises Renter to obtain renter’s insurance to protect valuables/property.**

“Renter” hereby indemnifies and holds “Landlord” harmless against any claims, losses or causes of action arising out of the actions of the Renter or their participants or invited guests.

Print Name: _____

Date: _____

Signature: _____

Historic Onancock School 6 College Ave. P O Box 467 Onancock, VA 23417

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