

Conditions for Rental of the Farmville Municipal Golf Course Banquet Room:

1. All reservations are subject to the approval of the Town Manager. Fees are subject to change at the discretion of the Town Manager or Town Council. All fees paid are non-refundable.
2. In order for your reservation to be officially confirmed, we require that the form, plus the appropriate fee charged be returned to the Town Office no later than 30 days prior to the date being requested. Reservations will be on a “first come, first served” basis. ***NO RESERVATIONS WILL BE MADE OVER THE PHONE.***
3. Applicant must be at least 21 years of age.
4. The Town will not be responsible for supplying any type of equipment needed. All property is rented “as is”.
5. NO “open to the public” or by ticket sales admission.
6. Applicant(s) agree to be responsible for any damages caused by you or your group. This is including, but not limited to, the Municipal Golf Course Facility, the Banquet Room and its contents. You will be responsible for the repair or replacement cost of the item(s) damaged or stolen.
7. Do not leave any food, drinks, etc. in the refrigerator. If you leave anything in the refrigerator it will be thrown away.
8. **THERE WILL BE ABSOLUTELY NO SMOKING IN THE BUILDING.**
9. Banquet room tables and chairs cannot be taken outside for any reason.
10. Place all trash in green roll-out trash bins, located outside the building. Make sure the kitchen is clean and free of food, trash, etc.
11. You must remove any equipment, decorations, food, etc. at the conclusion of your event.
12. If food or beverages are being served, you must use a caterer from the Town’s list of approved caterers. No on-site cooking or “covered dish” food is allowed.
13. Applicant agrees to hold harmless the Town of Farmville or any employee or agent acting on behalf of the Town of Farmville and to indemnify them from any claim, demand or action by or on behalf of any person or entity arising out of any activity not sponsored by the Town of Farmville at or on the Town’s property that occurs as a result of the rental of the Town Property including, but not limited to, its establishment, construction, use, maintenance, configuration or existence.
14. The banquet room shall not be used for any events for which an admission charge or entry fee is required for admittance or attendance.

Initial

*Set-up the day before “the confirmed reservation date” is **NOT** allowed. """"""""(Initial)

*All food, decorations and equipments **MUST** be removed from the facility once the scheduled event is over. **NO** items can be left at the facility until the next day. Any items left **will be** thrown away and may result in loss of security deposit. """"""""(Initial)

* Applicant(s) agree to be responsible for any damages caused by you or your group. You will be responsible for the repair or replacement cost of the item(s) damaged or stolen. (Initial)

*Banquet room tables and chairs **cannot** be taken outside for any reason. (Initial)

*This agreement does not give access to the pool, golf course or outside facility. (Initial)

FAILURE TO READ THESE RULES WILL NOT EXCUSE YOU FROM ANY RESPONSIBILITY IN THE CASE OF LOSS OR DAMAGE TO TOWN PROPERTY!!! THE TOWN OF FARMVILLE IS NOT RESPONSIBLE FOR ANY DAMAGE, LOSS, OR INJURY INCURRED WHILE USING ANY OF THE TOWN OF FARMVILLE FACILITIES.

Initial

I have read and understand the terms and conditions for use of the facility. By signing this form, I agree as the applicant to abide by the terms and conditions and understand that I will be held responsible and financially accountable for any damages occurring as a result of my event.

Date Applicant

Date Approval

If submitting application by mail, send to: Town of Farmville, P. O. Drawer 368, Farmville, Virginia 23901 or Fax: 434-392-3160