



RENTAL TERMS AND AGREEMENT

Renter Name: _____

Organization: _____

Address: _____

City/State/Zip: _____

Phone: (Cell) _____ (Other) _____

Email: _____

Date of event: _____

Rental start time: _____

Space requested: _____

Rental end time: _____

Number of Guests: _____

Guest arrival time: _____

Caterer: _____

Type of event: _____

Additional Security Guard: _____

Fee: _____ + Damage Deposit _____ + Additional Security _____ = **Total:** _____

Less deposit: _____ = **Balance Due:** _____ on _____

The Center owns and operates the facilities located at 540 Belvedere Boulevard, Charlottesville, VA 22901, and provides use of the Center to its members, their guests and the community to host business and social affairs. Renter acknowledges that The Center is a private entity which has a legitimate interest in controlling who rents The Center and the type of events that are permitted at The Center.

The construction and validity of the Agreement will be interpreted under the law of the Commonwealth of Virginia, and if any court of competent jurisdiction determines that any part of the Agreement is invalid, illegal, or unenforceable, that finding shall not have any effect whatsoever on the remaining portions of the Agreement. All descriptive terms in the Agreement are for convenience only and do not define, limit, extend, or fully describe the scope of the Agreement.

The Center reserves the right to cancel or void this contract at any time if it determines that Renter has made any misrepresentations to The Center.

NO PUBLICITY / USE OF THE CENTER LOGO

Renter shall not use, publish, distribute, display or reproduce The Center's name or The Center's logo in any publicity releases, public announcements, or promotional or marketing materials (flyers, handouts, etc.) to promote their event.

FEES

A signed agreement and a **50% non-refundable** deposit (will be credited towards the total rental fee) and photo identification will secure a reservation at the Center. **The total balance of the rental event is due thirty (30) days before the scheduled event. If payment is not received, your event will be canceled, and your deposit will not be refunded. It is the renter's responsibility to schedule the final payment.**

Renter will pay The Center a **refundable** damage/cleaning deposit of **\$1000** with the final payment. As long as there is no damage, and no additional cleaning is needed after your event, this amount will be returned within thirty (30) days. If damage or loss is incurred to The Center or its property, including, but not limited to, carpets, equipment, kitchen facilities, stage area, floors, tables and furniture, Renter will be held responsible for the full amount of the damage and cleaning fees. In addition, Renter will be responsible for The Center's reasonable attorneys' fees and costs incurred in collecting any amounts owed by Renter for damages or loss incurred by The Center or to its property, employees, agents, or members. Any damage will be charged to the damage deposit first. Any additional damages above and beyond the amount of the Damage Deposit will be paid by Renter. The damage deposit, less any expenses incurred, will be returned by The Center to the Renter within thirty (30) days following the event date, if the amount is without contest.

REQUIRED DOCUMENTATION

If alcoholic beverages are to be served, it is the responsibility of Renter to contact the Virginia Department of Alcohol Beverage Control (434.977.2974) or online at <https://www.abc.virginia.gov/licenses/banquet-licenses>) and apply for a banquet license. No refunds will be issued by The Center due to Renter's inability to obtain a license. A copy of the license must be submitted to the Rental Coordinator thirty (30) days in advance of the event. The actual license must be prominently displayed during the event according to ABC regulations. Alcoholic beverages must be consumed within the rented space. No open containers are permitted outside of the rented area. Renter is responsible for complying with all ABC laws.

Renter will obtain a certificate of insurance for the event with a minimum of \$1,000,000 per occurrence for bodily injury and property damage. The Center must be listed as an additionally insured entity. A copy of the certificate of insurance will be submitted to The Center at least thirty (30) days in advance of event.

If the above documentation is not provided thirty (30) days prior to the date of your event, your event will be canceled, and your deposit will not be refunded.

SECURITY/SAFETY

The Center will provide one security guard for non-reoccurring events which take place during non-operational hours unless Renter and The Center agree otherwise. The fee for the security guard is included in the total rental payment. **If the event attendance is over 100 people, The Center will hire an additional security guard at Renter's expense for an additional \$35/hour.**

NO SMOKING is allowed anywhere in the building, including the restrooms, outside on the back patio area or front entry. It is allowed only in the designated smoking area behind The Center.

Open flames (candles, etc.) and smoke/fog machines **ARE NOT** permitted.

CATERING

Use of the kitchen is only permitted by those who possess a current catering /restaurant business license. Caterer **MUST** submit a copy of its license to The Center at least thirty (30) days prior to the event.

Food must be prepared offsite. Use of the kitchen is limited to the ovens for warming purposes only, sinks and counter tops. Use of The Center's utensils, refrigerator, freezer, dishes, pots, pans, and dishwasher is **not** permitted. Ice is not provided.

Renter will ensure that all food and beverages are kept inside the rented rooms.

SET UP

Auditorium Rentals:

Renters have the option to either **set up the event themselves** or **have The Center provide set-up and breakdown services for an additional \$500 fee.**

If Renter elects to have The Center complete set-up, a detailed layout diagram must be submitted to the Rental Manager at least **30 days prior to the event.** The Center will arrange tables and chairs in the Auditorium according to the approved diagram.

If Renter elects to complete set-up themselves, they may arrange tables and chairs at their discretion and are responsible for all set-up activities.

Classroom Rentals:

Classrooms come with a preexisting setup of tables and chairs. Renters are welcome to rearrange the layout as needed; however, all furniture must be returned to its original configuration prior to the end of the rental period.

The Center does not supply table linens, chair covers, dishes, cutlery, decorations, or similar items.

Only table and free-standing decorations are permitted. Items shall not be taped, nailed, screwed, tacked, or otherwise attached to any interior or exterior surface of the building, including walls, doors, or floors.

No exceptions.

The use of birdseed, rice, confetti, or glitter is strictly prohibited inside and outside of The Center.

No exceptions.

Renter is responsible for coordinating the delivery and pickup of all rental items. All items must be removed from the premises at the conclusion of the event. The Center does not provide storage and is not responsible for any items that are lost, stolen, or damaged.

Renter is also responsible for coordinating with caterers and vendors regarding timing. All set-up and clean-up time must be included within the rental period, and additional charges may apply if time is exceeded.

Breakdown

Auditorium Rentals:

If Renter elects to purchase The Center's **\$500 set-up and breakdown service**, The Center staff will handle breakdown of tables and chairs. Renter remains responsible for removing all personal items, decorations, and vendor materials.

If Renter elects to complete breakdown themselves, all surfaces in the rented spaces, including the stage, must be left clean and free of food, spills, and debris. Tables and chairs must be returned to their original storage locations or preset arrangement.

Do not drag tables or chairs across the floor. All items must be lifted when moved to prevent damage.

Classroom Rentals:

Renters must return all tables and chairs to their **original preexisting layout** prior to leaving the space.

All Rentals:

At the conclusion of the event, Renter must collect all trash from the rented areas, loading/receiving areas, building perimeter, and parking lot, and dispose of it in the designated dumpster.

The Center will provide basic cleaning supplies including brooms, mops, dust mops, buckets, floor cleaner, and trash bags. Renter (or their caterer/vendor) is responsible for providing any additional cleaning supplies needed.

VACATING PREMISES

A final walk-through with the Rental Coordinator is mandatory at the close of Renter's event.

Standard departure: The event/music will end no later than 10:00 pm with clean-up completed and premises vacated by 11:00 pm. There will be no additional charge. (If premises are vacated at 11:05 pm or later, this will be considered as a late departure, and Renter will incur the late departure fee).

Late departure: The event/music will end no later than 11:00 pm, with clean-up completed and premises vacated by 12:00 midnight. There will be an additional **\$250 charge** added to the rental fee or deducted from the damage deposit.

All renters and all event attendees must vacate The Center and parking lot by 12:00 midnight; there are no exceptions. If anyone is still on the premises at 12:01 am or later, \$500 will be deducted from Renter's damage deposit.

LIVE MUSIC/DJs/NOISE

We encourage music but please be aware that noise regulations do apply. In the event that Renter's event creates a disturbance due to high noise volume, The Center staff and/or designated Security Guards have full authority to ask the renter, DJ, or live presenter to turn the volume down and/or off. If repeated disturbances are reported, The Center has the right to end Renter's event immediately.

INDEMNIFICATION CLAUSE

Renter agrees to indemnify and hold harmless The Center, its employees, agents and representatives, from and against all claims of whatever nature arising from any act, omission, or negligence of Renter or of Renter's contractors, licensees, invitees, agents or employees or arising from any accident, injury, or damage whatsoever caused to any person, or to the property of any person, occurring or arising from any accident, injury, or damage resulting from an act or omission on the part of Renter, its contractors, licensees, agents, employees, or invitees. Renter also agrees to indemnify The Center, its employees, agents and representatives, for reasonable attorneys' fees and costs incurred as a result of any action or omission subject to this paragraph.

RENTER

COMPANY (If Applicable): _____

SIGNED: _____

DATE: _____

PRINT NAME: _____

TITLE: _____

THE CENTER

SIGNED: _____

DATE: _____

EMERGENCY NUMBERS:

The Center at Belvedere
540 Belvedere Boulevard
Charlottesville, VA 22901
434.974.7756

Rev. 04/2026