

Charlottesville FOP Thompson Hall Lodge 5  
Post Office Box 241  
Charlottesville, VA 22902



Charlottesville FOP Thompson Hall Lodge 5  
974 Michie Tavern Lane  
Charlottesville, VA 22902

**Thompson Hall Lodge Hall Rental Agreement**

Renter(s) Name: \_\_\_\_\_

Renter Address: \_\_\_\_\_

Email address: \_\_\_\_\_

Contact number: \_\_\_\_\_ 2<sup>nd</sup> Contact Number: \_\_\_\_\_

Proof of Identification/Photo ID Required \* MUST BE INCLUDED BEFORE CONTRACT CAN BE PROCESSED\*

Date of Event: \_\_\_\_\_ Type of Event: \_\_\_\_\_

Event Time: \_\_\_\_\_ to \_\_\_\_\_

**NO EVENT WILL BE ALLOWED TO GO PAST 11:00 (PM)**

**THIS AGREEMENT** is made by and between the above named person(s), hereinafter referred to as "renter(s)" and Charlottesville FOP Thompson Hall Lodge 5, Charlottesville FOP Thompson Hall Lodge 5 for good and valuable consideration and for the mutual covenants and conditions herein contained, the parties agree as follows:

**Whereas**, the rental cost and other fees, if applicable, for the date(s) and time(s) set out above is **\$ 400.00 for the first 5 hours** (not to include 1 hour for setting up and cleaning up, this) **each additional hour after 5 hours is \$ 75.00.** If you need additional set up time it is **\$25.00 per hour (SET UP ONLY)** and other fees (if applicable) required may be added to this rental amount.

The rental cost MUST be paid IN FULL at least seven (7) days prior to the event.

**Whereas**, in addition to the rental cost, if applicable, the renter(s) shall pay a refundable amount of **\$200.00** for security/damage deposit in order to reserve any event date. Rentals are on a first come first serve basis. A non secured date may be held for forty eight (48) hours after the initial request is made, however; the Rental Agreement and a security/damage deposit must be received within the forty eight (48) hours to guarantee the date. No reservation is guaranteed or confirmed unless/until this Rental Agreement is signed and returned with the security/damage deposit and other requirements set out herein.

**Whereas**, Charlottesville FOP Thompson Hall Lodge 5 is not responsible for accidents or injury to renter(s), guests, visitors, or any other persons or for the loss of money or valuables of any kind. Renter(s) do hereby agree to release, acquit, and forever discharge Charlottesville FOP Thompson Hall Lodge 5, its officers, affiliates, agents, servants, employees, its personal representatives, successors and assigns, and any and all other persons, firms or corporations in privity with it, of and from any and all claims, demands, and causes of action, that renter(s) may have, have had, or ever have arising out of or by reason of the renter(s)' rental for the event.

**Whereas**, renter(s) agree to indemnify, protect, and hold harmless Charlottesville FOP Thompson Hall Lodge 5, its officers, affiliates, agents, servants, employees, its personal representatives, successors and assigns, against any claim for injuries, damages, or other consequences asserted by renter(s) or their guests, visitors, or any other persons during the rental terms and times.

**Further**, the age of all persons responsible for renting Charlottesville FOP Thompson Hall Lodge 5 must be at least twenty five (25) years and older with no exceptions. This rule is strictly adhered to.

Charlottesville FOP Thompson Hall Lodge 5 Agent holds the power to act solely on behalf of Charlottesville FOP Thompson Hall Lodge 5, its officers, affiliates, agents, servants, employees, its personal representatives, successors and assigns agents and should be recognized as such by the renter(s), their guests, visitors, or any other persons throughout the rental terms and times.

Charlottesville FOP Thompson Hall Lodge 5 is the sole property of Charlottesville FOP Thompson Hall Lodge 5 and should be treated as such at all times and by renter(s), their guests, visitors, or any other persons during the rental terms and times.

## **Conditions:**

### **1. Purpose of Use:**

Charlottesville FOP Thompson Hall Lodge 5 may be used but is not limited to the following events. Events not listed below are subject to approval by Charlottesville FOP Thompson Hall Lodge 5 Board of Directors.

<b>Class Reunions</b>	<b>Benefit Concerts</b>	<b>Conferences</b>	<b>Family Reunions</b>
<b>Funerals</b>	<b>Meetings</b>	<b>Training</b>	<b>Weddings</b>
	<b>Worship Services</b>	<b>Workshops</b>	<b>Anniversary Parties</b>

### **2. Occupancy:**

Maximum occupancy for Charlottesville FOP Thompson Hall Lodge 5 is not to exceed **100** persons. The total number of persons attending any event must be kept to or less 100 persons in order to comply with fire and county regulations. Any unauthorized use of these areas will result in forfeiture of all of the security/damage deposit.

### **3. Damages:**

Damage deposit is fully refundable if the event takes place and the facility is returned in the same condition as received, based on a pre and post-event on-site inspection and approval of checklist. Renter(s) and Charlottesville FOP Thompson Hall Lodge 5 representative each shall receive a copy of the contract, including the completed checklist, signed by both parties. Any post-event damages are deducted from the security/damage deposit.

**Renter(s) is responsible for:**

- Any loss or damage incurred to the Premises by their helpers, hired staff, other service(s)
- providers and their guests, if the security/damage deposit is not sufficient to cover them
- the conduct of their helpers, hired staff, other service providers and their guests, on
- the premises during and following the event.
- the proper handling of all equipment and furnishings.
- removal of trash

The \$200.00 security/damage deposit is not applied to the event fees. This deposit shall be retained by Charlottesville FOP Thompson Hall Lodge 5 until the facility is inspected and cleaned by the facility's staff following the event. If there is no loss or damage of the property and premises by renter(s) and/or their guests, the security/damage deposit shall be refunded within two (2) weeks following the event. If there is loss or damage, renter(s) shall forfeit part or all of the security/damage deposit to the Charlottesville FOP Thompson Hall Lodge 5. Renter(s) shall be notified in writing of the loss or damage as well as the amount of the deposit to be forfeited. Further, renter(s) are responsible for all losses or damages to premises and/or furnishings and furniture caused by the renter(s), guests, visitors, or any other persons exceeding the amount of the \$200.00 deposit. By renting the facilities, renter(s) are assuming all risk and liability for any damage done to persons or property or visitors occasioned by the present or future condition of the premises, both latent and manifest. Failure to comply and/or cover expenses exceeding the \$200.00 will result in you forfeiting any future use and/or rental of the facility and possible legal action.

#### **4. Deposits/Payments:**

The deposit, event fees and/or other fees may be paid in money order or cashier's check ONLY. Some exceptions may apply

#### **5. Cancellations:**

If renter(s) cancel for any reason within fourteen (14) days prior to the event date, all parties agree that a \$200.00 processing fee will be charged for cancelled reservations. There may be an appeal process to the Charlottesville FOP Thompson Hall Lodge 5 Board Of Directors if it is deemed an extenuating circumstance) Renter(s) will be notified in writing within fifteen (15) days of the request. If the request for full refund is granted, a check will be attached to the letter, however; if the request is denied, the letter will state reasons for the denial.

If renter(s) cancel for any reason on or between fifteen (15) days to thirty (30) days prior to the event date, all parties agree that a \$75.00 processing fee will be charged for cancelled reservations. Any remaining event fees, or other applicable fees, paid in advance, shall be fully refunded to renter(s) within two (2) weeks of cancellation.

#### **6. Check-in and check-out Time:**

Check-in and check-out times are strictly enforced in order to prepare Charlottesville FOP Thompson Hall Lodge 5 for other scheduled events.

## 7. Use of Property:

Upon arrival, the responsible party for the rental must check-in with the FOP staff on duty prior to setup to review responsibilities and policies. The responsible party will be held accountable for the action of all the rental participants.

Please note that the renter(s) is responsible for the set up of the facility prior to the event only. Renter(s) will not be responsible for taking down any tables and/or chairs and the end of the event. Charlottesville FOP Thompson Hall Lodge 5 staff will be responsible for taking down any tables and/or chairs at the end of the event.

All items brought in by renter(s) must be removed by renter(s) prior to check-out time.

No property belonging to Charlottesville FOP Thompson Hall Lodge 5 shall be moved or taken outside by renter(s) or their guests; otherwise, renter(s) shall forfeit all or part of the \$200.00 deposit at the discretion of Charlottesville FOP Thompson Hall Lodge 5, its officers, affiliates, agents, servants, employees, its personal representatives, successors, assigns, owners or agents shall have the right to access and may be on the premises at any time for the purposes of inspection, supervision of building and grounds, security, management, or other purposes.

All youth/teenage activities must be supervised by adults at all times. A ratio of one adult per 10 youth/teens is required. The sponsoring adult must be present at all time.

**Sorry, no pets are allowed on the property of Charlottesville FOP Thompson Hall Lodge 5**

## 8. Noise Ordinance:

Loud activities should be kept to a minimum so that you do not disturb other members and guests at the facility or in the surrounding area. If the staff receives a said call from neighboring areas the renter will have (1) warning. If another call is received the event will be asked to shut down no exceptions.

## 9. Cleaning/Clean-up:

Charlottesville FOP Thompson Hall Lodge 5 (Rental Hall) will be delivered professionally cleaned to the renter(s).

The renter(s) is expected to return the facility in the same condition as received.

The following general cleaning is required at the conclusion of the rental:

- Pick-up all trash both inside and outside of the building.
- Bag all trash and leave it by the back door (on the outside of the building).
- Put clean trash liners (bags) in trash cans. (supplied by Charlottesville FOP Thompson Hall Lodge 5)
- Wipe down all tables and countertops.
- Remove all decorations, balloons, and other party materials.
- Remove all food and other items from the kitchen and refrigerator that was brought by your group.

## 10. Smoking:

No smoking is allowed anywhere on the property of Charlottesville FOP Thompson Hall Lodge 5 (including buildings, grounds, and parking lot). **This rule will be strictly adhered to.**

## 11. Alcoholic Beverages:

In order to have ANY alcohol at your event a Banquet License from the Virginia ABC beverage Control (MUST BE OBTAINED) you can apply online and the link is listed below. This license MUST be given to FOP staff PRIOR to any alcohol being served.

<https://www.abc.virginia.gov/licenses/get-a-license/banquet>

Underage drinking is strictly PROHIBITED. **FOP staff WILL monitor this and will have the right at any time to ask said person to see their ID. Any refusal is an automatic removal from event. ALL Alcohol must be kept inside the building at all times.**

Charlottesville FOP Thompson Hall Lodge 5 also requires that if any alcohol is being served you must have an Albemarle County Deputy on site. Their fee is **\$40.00 per hour** the Deputy will be required to arrive 30 minutes prior to the start time of your event, they are required to stay through the duration of the event and a minimum of 30 minutes after the event or until the last guest has departed usually ½ hour after the end time. This is an actual expense from The Albemarle County Sheriff's Office; if this rate increases you will be responsible for the difference, only price that is not locked into the contract.

## 12. Weapons/Firearms:

Weapons and/or firearms are prohibited from anywhere on the property of Charlottesville FOP Thompson Hall Lodge 5 (including buildings, grounds, and parking lot). **This rule will be strictly adhered to. \*UNLESS you are a sworn law enforcement Officer in the Commonwealth of Virginia. FOP staff has the right to ask you to secure your weapon in your vehicle or you may be asked to leave the premises.**

## 14. Use of Kitchen/ Catering:

The renter(s) is responsible for making his/her own arrangements with the catering provider. Use of the kitchen is available for **\$ 75.00**. This is a "service kitchen and is not licensed or equipped to be used to prepare food. The equipment is provided only to aid in the warming or chilling of food that has ALREADY been prepared.

**\*\*NO ICE MACHINE PROVIDED, you will be required to bring your own ice and coolers, that can be stored outside the kitchen door\*\***

## 15. Decorations:

### **UNDER NO CIRCUMSTANCES WILL ANY INFLATABLE'S BE PERMITTED**

- The following rules are applied and must be followed by all renter(s):
- No staples, thumb tacks, push pins, tape or nails are to be placed in furniture or on the walls
- No repainting of walls
- No glitter or Confetti
- Surplus chairs and tables are to remain in the building or in the designated storage area, not exposed to the elements.
- **\*\*If any or all of the above are found to have occurred deposit will be forfeited\*\***

## 16. Parking:

Parking area is available for use at all events at no extra charge. Parking is subject to parking signs and regulations.

## 17. Wireless Internet Services:

Wireless internet services are available upon request at no extra cost to the renter(s).

## 18. Sound and Audio Visual – Equipment Rental:

### Package Fee: \$ 300.00

- Sony - KDL65W850C 65" 1080p Smart LED TV
- Atlas - Commercial audio system with 4 ceiling mounted speakers inside
- 2 surface mounted speakers for the patio area.
- Samsung BD-J5100 Smart Blu-ray player
- AKG microphone and mic stand
- Focal Apt-X Bluetooth receiver for music streaming from personal device
- Standard mini jack audio connection for personal device
- A Standard HDMI connection is supplied to the TV for computers and other portable devices.

**RENTER IS RESPONSIBLE FOR SUPPLYING ANY ADAPTORS NEEDED TO CONNECT THEIR DEVICE TO THE TV.**

-

---

**Renter(s) Acknowledgement** **Date**

---

**Charlottesville FOP Thompson Hall Lodge 5 (Agent)** **Date**

Room Rental \_\_\_\_\_  
Additional hours / set up \_\_\_\_\_  
Kitchen \_\_\_\_\_  
AudioVisual \_\_\_\_\_  
Deposit \_\_\_\_\_

**Total Due: \$** \_\_\_\_\_

