



The Portlock Rental Policy / Application

ORGANIZATION INFORMATION

Organization _____ Date of Request _____

Address _____ City _____ State _____ Zip _____

Phone _____ Fax _____ E-Mail: _____

CONTACT INFORMATION

Name _____ Work Phone _____ Home Phone _____

Applicant's Relation to Organization _____ E-mail _____

Address _____ City _____ State _____ Zip _____

USE INFORMATION

Requested Use Date _____ Start Time _____ End Time _____ Expected Attendance _____

Who will attend? Family & guests Members & guests Employees & guests Open to the public

Room(s) Requested _____

Event Description (use the space on the back and/or attach additional sheets if needed _____

I. PURPOSE:

In order to meet strict safety, security, insurance, and other necessary requirements, the following policies have been adopted by the City of Chesapeake for the use of The Portlock in South Norfolk.

II. PROCEDURE:

- a. To reserve any part or all of The Portlock, the Applicant must be at least 21-years-of-age or older, and provide a valid driver's license or picture I.D.
- b. Applicant may be required to provide the City with a certificate of general liability insurance, naming the City of Chesapeake, Virginia as an additional insured. Such insurance may be required for some activities at The Portlock.
- c. In the event that insurance is required for Applicant's event, the Applicant will be required to produce a certificate of general liability that must be to the satisfaction of the City and in accordance with applicable laws and other City policies and Administrative Regulations.
- d. **Alcoholic beverages, illegal drugs, weapons and smoking are prohibited.**
- e. Activities for minors shall be sponsored and chaperoned by an adult.
- f. The City of Chesapeake reserves the right to inspect the premises during any activity.
- g. City property may not be removed from the building or premises. The City is not responsible for items left on the premises.
- h. Damage restitution may be required as a result of damage to any City property.
- i. The rental group may begin set-up on _____ (date) at _____ (time) and all activities shall cease and clean-up must be completed by _____ (time). There is no "free" time as your set-up and clean-up must be included in your rental time.
- j. In case of an emergency that affects your rental, please contact The Portlock staff as soon as possible at 757-502-4901 or Parks and Recreation at 382-6411.
- k. Applications should be submitted not less than twenty-one (21) calendar days in advance of the desired reservation date.
- l. Violations of any of these rules may result in termination of the rental.

III. RESPONSIBILITIES:

- a. A non-refundable reservation/application fee of **\$30** must be submitted with "first-time" application. This fee does not apply to city-sponsored or repeat rentals.
- b. No refund of fees will be made for cancelations less than fourteen (14) calendar days prior to reserved date.
- c. The total fee, including security/damage deposit of \$50, is due within seven (7) calendar days after the application is approved. Checks are to be made payable to "Chesapeake Treasurer."
- d. The security/damage fee will be returned if the Applicant:
 - i. has complied with all of the requirements set forth in this Policy, including all applicable laws; and
 - ii. complies with the requirements for equipment storage and clean-up; and
 - iii. has vacated the premises by the agreed time; and
 - iv. returns the premises in the same condition as it was received and without any damages.In the event that the Applicant damages any City property, Applicant shall be solely liable to the City for all costs, fees, expenses, including attorney's fees, associated with such damages.
- e. All business-hourly rentals will be charged the standard room rate. All weekend rentals and after-business hour rentals will be charged the non-standard rate per chart below.
- f. Your total fee is \$_____, including the first time application fee, rental rate, and security deposit .
- g. A minimum two (2)-hour rental is required for any rooms. After the two hour minimum is met, any additional time remains and is charged based on the hourly rate with the additional option of an extra half hour at a rate of half the hourly rate for the requested rental (only available at time of application).
- h. **Room set-up.**
 - i. Table and chair availability is limited.
 - ii. Rental groups are responsible for their own table and chair set-up arrangements.
 - iii. Tables and chairs are not to be dragged across the floor.
 - iv. Hanging, taping, or otherwise affixing items to the walls or doorways is prohibited, unless approved and supervised by City staff.
- i. **Take-down.**
 - i. All tables and chairs are to be taken down and placed in the designated storage area.

- ii. Chairs are to be stacked or placed in chair dollies.
- iii. Tables are to be leaned on their side neatly against the wall or stacked on table caddies (no more than 8 per caddy).
- j. **Clean-up:** Supplies will be provided.
 - i. Rental groups are required to clean room(s) after use which includes:
 - ii. Table tops, counter tops, chairs, and appliances must be wiped down.
 - iii. Clean floor – sweep and mop as necessary.
 - iv. Deposit trash bags in the dumpster and insert new bags.
 - v. Remove all decorations including tape and string.
- k. **Cooking restriction:** The Portlock has microwave ovens, kitchen ranges, and refrigerators.
 - i. Use of the kitchen is limited to the warming of foods that have been cooked and prepared at venue other than The Portlock.
 - ii. The use of grills and other cooking devices of any kind at The Portlock is **strictly** prohibited.
- l. **Cancellation policy:**
 - i. If the Applicant cancels the event more than thirty (30) days before the scheduled date of the event, the deposit, less a \$25 processing fee, will be refunded.
 - ii. If the Applicant cancels less than thirty (30) days before the scheduled date, none of the deposit will be refunded.
 - iii. The Parks and Recreation Department Portlock Building rental staff reserves the right to cancel an event due to scheduling conflicts, inappropriate use of the building, or for any other reason. In this instance, the deposit will be refunded to the applicant in full.

IV. FEES. _____

Rental Rates

2-hour MINIMUM RENTAL

**Standard Rates Apply during Normal Monday-Friday Business Hours
of 8:00 a.m.–5:00 p.m.**

**Non-Standard Hours are all Weekends (WKE) Hours and After Weekday Business Hours
from 5 p.m. – 11 p.m.**

**NOTE: Rentals beyond 11:00 p.m. require approval from the Director of Parks
and Recreation and may be subject to additional charges.**

◆ ◆ Hourly and Daily Rates ◆ ◆

ROOM	Availability	Hourly	Daily
Activity Room 1 or 2	8:00a - 5:00p	\$30	\$200
Activity Room 1 or 2	WKE & 5:00 -11:00p	\$55	\$250
Activity Rooms w/ Kitchen	8:00a - 5:00p	\$40	\$275
Activity Rooms w/ Kitchen	WKE & 5:00 -11:00p	\$65	\$300
Meeting Room	8:00a - 5:00p	\$60	\$400
Meeting Room	WKE & 5:00 -11:00p	\$85	\$400
Meeting Room w/ Kitchen	8:00a - 5:00p	\$70	\$475
Meeting Room w/ Kitchen	WKE & 5:00 -11:00p	\$95	\$425
Conference Room	8:00a - 5:00p	\$50	\$350
Conference Room	WKE & 5:00 -11:00p	\$75	\$350
Conference Room w/ Kitchen	8:00a - 5:00p	\$60	\$400
Conference Room w/ Kitchen	WKE & 5:00 -11:00p	\$85	\$375

ROOM	Availability	Hourly	Daily
Entire Facility	8:00a - 5:00p	\$100	\$675
Entire Facility	WKE & 5:00 -11:00p	\$125	\$600
Entire Facility	8:00a - 11:00p	N/A	\$1,000
Outdoor Section	8:00a-Sunset	\$50	\$400

ADDITIONAL POLICIES AND RESTRICTIONS

- A) Applicant shall not hold the City, Parks and Recreation, its officers, agents or employees liable for any injuries sustained by the Applicant, Applicant’s guests and other invitees, as a result of Applicant’s activities on or about the premises. Applicant shall also, not hold the Department of Parks and Recreation and the City of Chesapeake liable for the theft or destruction of any personal or rental property belonging to Applicant or Applicant’s guests or invitees.
- B) Applicant shall indemnify, defend, save and hold harmless the City of Chesapeake, its departments, officers, agents, and employees, from and against any and all liability and claims of any kind, including claims of personal injury, property damage or death, arising out of or related to Applicant’s use of The Portlock.
- C) The Applicant shall be responsible for the payment of restitution to the City for any damage sustained to The Portlock, the contents therein, or the premises, whether the damage is caused by the Applicant, its guests or invitees.
- D) Applicant may be required to provide the City with a certificate of general liability insurance, naming the City of Chesapeake, Virginia as an additional insured. Such insurance may be required for some activities at The Portlock. In the event that insurance is required for Applicant’s event, the Applicant will be required to produce a certificate of general liability insurance that must be to the satisfaction of the City and in accordance with applicable laws and other City policies and Administrative Regulations.
- E) The Applicant must be on site at all times during the event or activity, including from set-up to end of clean-up.
- F) The Applicant may 1) begin set-up, 2) cease all activities, 3) and complete clean-up, at the *TIME* stated in the Portlock “Rental Group Responsibilities and Fees,” and specified in the “Portlock Building Reservation/ Application.” There is no “free time,” as your set-up and clean-up time is included in your rental time.
- G) The use of nails, decals, tacks, or brads on wall, pedestals, doors, windows, woodwork or furniture is **strictly prohibited**. Tape (which leaves no residue and is easily removed) is allowed.
- H) Smoking is prohibited anywhere in or about The Portlock. Use of battery or wired candles is permitted. The use of an open flame is **strictly prohibited**.
- I) The Applicant is responsible for obtaining all applicable and required licenses, consents, and permits. All federal, state and local laws with regard to food and beverage purchases and consumption must be strictly adhered to.
- J) The Applicant shall comply with all federal, state, and local laws with regard to fire safety and occupancy limitations.
- K) All arrangements for caterers, musicians, florists, and any other services must be coordinated in advance with Parks and Recreation rental staff.
- L) Applicant shall oversee and be responsible for every aspect of the event at The Portlock, which includes, but is not limited to, set-up, and clean-up before and after the event, placing and replacing tables and chairs, disposing of trash in the dumpster, vacuuming/mopping floors, and removing or washing dishes and utensils. All clean-up must be completed after the event before leaving.
- M) Additional rental time may not be added to the rental during the activity. Applicants who do not vacate during the agreed upon time will pay double hourly rental rate at non-standard rate and forfeit entire security deposit.

Violation of any of these rules may result in the termination of the rental or forfeiture of deposit.

The above has been agreed upon by Applicant:

PRINT Name _____

AUTHORIZED SIGNATORY

DATE

FOR OFFICE USE ONLY

The Application Tentatively is Approved Denied Date: ____/____/____

COI Provided: Yes No

First Time Applicant Fee: \$ _____ Security Deposit: \$ _____

Total Rental Deposit: \$ _____ Total Fee to be Paid: \$ _____

Balance of \$ _____ will be due on _____.

Remittance Type: Check # _____ Driver's License: State: ___ DL#: _____ Other ID _____

Cash _____ Receipt Number _____

Approving Staff Authority / Title

Date

City Supervisory Approval

Date

FINAL PAYMENT

Balance Paid on _____

Check # _____ Driver's License: State: ___ DL#: _____ Other ID _____

Cash _____ Receipt Number _____

Approving Staff _____