

RENTAL APPLICATION & POLICIES

Please answer all questions. Indicate "N/A" if a question does not apply to your event.

This Application should be submitted at least twenty-one (21) days prior to the date of the proposed rental date and up to one (1) year in advance. Any misrepresentation on this Application or deviation from the final agreed-upon method of operation described herein may result in immediate cancellation. The information requested on this Rental Application will be used to determine your eligibility for the rental. **Upon initial conversation with staff or staff review of the completed application, it may be determined that completion of a Small Event Permit Application may also be required depending on the type of event and special use items.** Application for individual and group-sponsored special events must be completed by an adult eighteen (18) years of age or older and provide a valid driver's license or picture ID. If an Alcohol Permit is going to be requested for the rental, the Applicant must be at least twenty-one (21) years of age. No permits shall be issued to minors. Residents must show proof of residency. We hope you enjoy the facility and your rental!

For reservations or additional information:

Parks, Recreation and Tourism—Administrative Office

1224 Progressive Drive Chesapeake, VA 23320 | Phone: 757-382-6411 | E-mail: ContactPRT@cityofchesapeake.net

Hours: Mon—Fri 8 am—5 pm, Sat 10 am—2 pm, Closed Sunday

APPLICANT INFORMATION:

Applicant Name (**Must be on-site during event rental hours**): _____

Applicant's Address: _____ City: _____ State: _____ Zip: _____

Cell Phone: _____ Home Phone: _____

E-mail: _____

Organization Name (if applicable): _____ Type of Organization: _____

Payer Name and Phone (if different from Applicant): _____

Note: If the named applicant is different from the person who remits payment for the rental fee and/or any required security deposit ("the payer"), the payer agrees that any refund(s) will be contingent upon the applicant's compliance with all terms of this agreement. The payer must initial and sign the application in all areas along with the Applicant to acknowledge his or her understanding of all terms and conditions. An applicant completing the application on behalf of an organization hereby certifies that he or she is duly authorized to execute this application on behalf of the organization and bind the organization to the terms and conditions of this application.

Payer Initials: _____

EVENT INFORMATION:

Event Name: _____

Type of Event: _____

Specific Room Requested: _____

Date of Event: _____

Estimated Number of Attendees: _____

Event Rental Hours: Start/Setup Time: _____ am/pm

End/Cleanup Time: _____ am/pm

Is your event open to the general public? Yes No

Description of Activity/Event: (Attach additional documents if needed). _____

SPECIAL USE ITEMS: Special Use Items are subject to approval by City staff prior to Application approval and/or event. Please note that a Certificate of Liability Insurance with the “City of Chesapeake , VA” at 306 Cedar Road, Chesapeake, VA 23322, listed as the additionally insured, will be required for all vendors providing services related to, but not limited to, the following:

Please select the items below that will be a part of your event or check N/A if it does not apply:

Amplified Sound: N/A Type: _____
(Type examples = Commercial DJ, Personal Speakers, Public Address System, etc. Requests will be reviewed on a case-by-case basis.)

Catering: N/A Provider: _____

Portable Arches/Columns: N/A Provider/Qty. ea: _____

Event/Wedding Planner: N/A Provider: _____

Photographer/Videographer: N/A Provider: _____

Other:

Alcohol Request Guidelines & Procedures

Initials: ____ / ____

City of Chesapeake Parks and Facilities

Alcohol is not permitted at any City of Chesapeake park or recreational facility other than those listed in City of Chesapeake Code 50-20. Alcohol consumption at portions of **Chesapeake City Park, Battlefield Park, Elizabeth River Park, Dismal Swamp Canal Trail, Chesapeake Arboretum, and The Portlock at South Norfolk** may be approved for some festivals, large special events, and large corporate events. Below are the procedures and requirements for alcohol consumption at these select parks:

Applicant must be at least twenty-one (21) years of age and must submit a request in writing including all details and information addressed to the Director of Parks, Recreation and Tourism along with the completed Outdoor Special Event Permit Application which is available at: www.cityofchesapeake.net/eventcoordination (no additional fee for this permit) to Josh Fisher, City Events Coordinator, at: Jdfisher@cityofchesapeake.net.

If the request is approved by the Director and the Outdoor Special Event Permit is approved by all appropriate parties, the applicant will then be required to:

1. Acquire general liability insurance with “Host Liquor Liability” coverage for the amount of 1 million dollars combined single limit and list the “City of Chesapeake – 306 Cedar Road, Chesapeake, VA 23322” as additionally insured.
2. Acquire an ABC banquet license from the State ABC Board www.abc.virginia.gov.
3. Pay the \$200 refundable alcohol deposit with park rental payment.
4. Install fencing to create a “beer garden” where alcohol can be consumed. This area must be managed to ensure alcohol does not leave the area and guests are of legal age to consume alcohol. (Fencing may be rented from private event companies.)
5. Provide a security and site plan for approval. (How is the area being controlled?)

If you have any questions regarding the approval process, please contact Josh Fisher, City Events Coordinator at Jdfisher@cityofchesapeake.net or (757) 382-1312.

Initials: ____ / ____

Rental Rates:

RENTAL HOURS

Available rental hours are as follows:

- Monday—Thursday / 9am—8 pm
- Friday / 9am—6pm
- Saturday / 10am—4pm
- Sunday / NO RENTALS

**** HOURLY RATES ****

ROOM	Availability	Hourly
Activity Room 1 or 2	Resident	\$55
Activity Room 1 or 2	Non-Resident	\$80
Activity Room 1 and 2	Resident	\$110
Activity Room 1 and 2	Non-Resident	\$135
Activity Room 1 or 2 w/Kitchen		
Activity Room 1 or 2 w/Kitchen	Resident	\$75
Activity Room 1 or 2 w/Kitchen	Non-Resident	\$100
Activity Room 1 and 2 w/Kitchen		
Activity Room 1 and 2 w/Kitchen	Resident	\$130
Activity Room 1 and 2 w/Kitchen	Non-Resident	\$155
Conference Room w/kitchen		
Conference Room w/kitchen	Resident	\$55
Conference Room w/kitchen	Non-Resident	\$80
Outdoor Section: available only as an add-on to room rental with rental hours to be the same as room		
	8:00a - Sunset	\$50
Security Deposit	Per Rental	\$100

General Refund Policy:

Initials: ____ / ____

1. All refunds will be processed in accordance with City and department policy and are subject to Director approval.
2. Refunds will automatically be processed back in the form of the original payment—credit/debit card or check. If the original payment was in cash, the refund will be processed as a check.
3. **Refund to Credit/Debit Card:** I understand that a **processing fee may apply** and will be deducted from the refund. The refund will be credited to the card used for the original purchase. Allow two (2) weeks for processing. If for any reason Parks, Recreation and Tourism cannot refund back to the original card, a refund check will be issued to the person listed as the payer on the original receipt.
4. **Refund Check:** I understand that a **processing fee may apply** and will be deducted from the refund. The check will be issued to the person listed as the payer on the original receipt. Allow four (4) to six (6) weeks for processing. The check will be mailed to the address listed for the payer on the original receipt unless Parks, Recreation and Tourism has been notified of an address change prior to the completion of the rental or at the time of a cancellation.

Deposits, Fees, and Payments:

Initials: ____ / ____

1. Full Rental Fee must be submitted with this Rental Application. City-sponsored rentals or activities may not be subject to certain fees.
2. **Rentals are on a first-come, first-served basis and are reserved only upon completion of the application and payment of the full Rental Fee.** No “holds” of dates will be permitted without submission of an application and payment in full. Rental applications (including completed Event Permit Application if required) must be submitted at least twenty-one (21) days prior to the desired date and can be submitted and reserved up to 3 months in advance.
3. **A Security Deposit of \$100 is required at the time of rental application.**
4. All payments must be made in person at the community center where the event will take place. If paying by check, please make check payable to “City of Chesapeake, Treasurer”.
5. **Additional time may only be added to a reserved rental if requested, approved and paid for in advance of the rental time.** Approval based on facility and staffing availability.
6. All rentals that go past the reserved rental end time will be charged at the standard hourly rate with an additional \$25 per hour charge added. All charges will be deducted from the security deposit before refunding any balance that may be due to Applicant. See below for cancellations and rescheduling.
7. The Security Deposit Refund will be automatically processed after the date of the rental if the Applicant:
 - a. has complied with all of the requirements set forth in these policies, including all applicable laws; and
 - b. has complied with the requirements for equipment storage and clean up; and
 - c. has vacated the premises by the end of the rental time period; and
 - d. is out of the facility/property by agreed upon time, and no damage occurs.
 - e. In the event that the Applicant damages any City property and the security deposit is not enough to cover damages, Applicant shall be solely liable to the City for all additional costs, fees, expenses, including attorney’s fees, associated with such damages.
8. Security Deposit Refunds may take 2-6 weeks for processing depending on method of refund. See General Refund Policy.

Cancellations, Rescheduling and Refunds:

Initials: ____ / ____

- **Twenty-one (21) day’s notice is required for any cancellation or rescheduling of rentals.** Cancellation or rescheduling requested at least 21 days prior to the scheduled date of the event will be subject to fees. Rescheduled events are subject to facility availability.
- **Cancellations:** \$20 of the rental fee is non-refundable in the event of a cancellation, regardless of the reason.
- **Rescheduling:** If rescheduling, a \$20 processing fee will be charged and will be payable at the time of rescheduling.
- Full refunds will be given only if the City of Chesapeake closes operations citywide on the day and time of the rental. No refunds will be given for rentals that are canceled by the applicant less than twenty one (21) days prior to the rental date for any reason including, but not limited to, weather forecasts prior to the rental date or actual weather conditions on the day of rental of rainy, windy, snowy, icy, cool weather, etc.
- Refunds may take 2-6 weeks for processing depending on method of refund. See General Refund policy.

RENTAL POLICIES

Applicant must review, initial each section where indicated, and agree to abide by the following rental policies. Violation of any of these policies may result in the termination of the rental and forfeiture of deposit.

General Rental and Reservation Rules:

Initials: _____ / _____

1. This Rental Application must be completed and submitted along with the full Rental Fee and Security Deposit.
2. Rental Applications for individuals and group sponsored events must be completed must be completed by an adult eighteen (18) years of age or older and provide a valid driver's license or picture ID. If an Alcohol Permit is going to be requested for the rental, the Applicant must be at least twenty-one (21) years of age. No rental permits shall be issued to minors. Residents must show proof of residency.
3. 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.
4. 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.
5. Alcoholic beverages (unless approved—see Page 2), illegal drugs, and weapons are **strictly prohibited** on City property. Additionally, smoking is prohibited inside The Portlock and on The Portlock grounds within 10 feet of buildings/structures. Use of battery or wired candles is permitted. The use of an open flame is **strictly prohibited**. The Applicant shall comply with all federal, state and local laws with regard to fire safety and occupancy limitations.
6. Activities for minors shall be sponsored and chaperoned by an adult. Additional security may be required.
7. The City of Chesapeake reserves the right to inspect the premises at any time during any activity.
8. City property may not be removed from the premises which includes the grounds, buildings or structures.
9. The City is not responsible for items left on the premises by the Applicant, Applicant's vendors or guests. If personal property is authorized to be placed or located on or within the premises under the provision of this Rental Permit, said property shall be removed by Applicant and at the Applicant's sole expense prior to the expiration of the Rental Permit. If the Applicant fails to remove its property, then the City may, at its option, remove such property from the premises and store the same at the Applicant's expense. The City shall not be liable for any costs or fees associated with the removal of Applicant's property upon or prior to the expiration of the Rental Permit.
10. Applicant shall exercise diligence in protecting from damage the land, property, buildings, structures, habitats and natural resources of the City's property in the areas covered by and used in connection with the Rental and shall be liable to the City for any damage resulting from Permittee's, or those acting upon the direction of the Applicant, acts of negligence or from the violation of the terms of this Rental Permit or any Federal/Commonwealth of Virginia law or regulation related to protected environment. Damage restitution may be required as a result of damage to, or loss of, any City Property. Additional damage restitution may be required as a result of damage to any City property if cost of damage repairs total more than the security deposit.
11. Time allowances for setup and cleanup time must be taken into account when planning and reserving rental time. **Setup and cleanup activities must be completed within the reserved rental time period.**
12. Additional rental time may not be added to the rental during the activity. All rentals that go past the reserved rental end time without prior approval will be charged at the standard hourly rate with an additional \$25 per hour charge added. After hour charges will be deducted from the security deposit before refunding any balance that may be due to Applicant.

General Rental and Reservation Rules:

Initials: ____ / ____

13. **Additional time may only be added to a reserved rental if requested, approved and paid for in advance of the rental time.** Approval based on facility and staffing availability. All rentals that go past the reserved rental end time will be charged at the standard hourly rate with an additional \$25 per hour charge added. All charges will be deducted from the security deposit before refunding any balance that may be due to Applicant.
14. A Parks, Recreation and Tourism staff member may be present and on-site during all events and rentals, but will not perform any setup tasks, event tasks, or cleanup tasks unless it is a city-sponsored event and those responsibilities have been scheduled and approved in advance. Staff are not available for hire to work at non-city-sponsored events.
15. Use of any City of Chesapeake logos is prohibited without prior approval.
16. All arrangements for caterers, tents, florists, portable furniture and fixtures, musicians, photo/videographers and any other services/special use items must be coordinated with, and approved in advance by, City staff.
17. Storage of personal property, items or equipment on grounds or in facilities before or after rental hours will not be permitted. This does not apply to city sponsored events.
18. 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.
19. No person, including Applicant, shall paste, glue, tack or otherwise post any sign, placard, banner, advertisement whatsoever, nor cause to be erected any signs whatsoever on any City property without prior approval.
20. No person or Organizations, including Applicant, shall charge a parking fee for any event.
21. Applicant must be on site at all times during the rental event/activity including setup and cleanup times. Additionally, applicant shall oversee and be responsible for every aspect of their rental event at The Portlock which includes setup and cleanup, event activities, any approved outside vendor's activities and behavior, and all guest behavior.

Room Setup and Cleanup:

Initials: ____ / ____

1. Table and chair availability is limited.
2. Tables and chairs are not to be dragged across the floor.
3. The use of nails, decals, tacks, or brads on walls, pedestals, doors, windows, woodwork or furniture is **strictly prohibited**. Hanging or otherwise affixing items to the walls or doorways is prohibited unless approved and supervised by City staff. Tape, if it leaves no residue and is easily removed, will be permitted. After the event, all decorations must be removed including any tape or string.
4. All trash should be picked up and disposed of in supplied trash bags. No trash should be left on the floor or countertops, and no food, drinks, ice bags or other items should be left in refrigerator or cabinets. Trash bags must be tied at the top and not left open.
5. All cleanup must be completed before leaving and must be during the time period of the rental.

Cooking Restrictions:

Initials: ____ / ____

1. **Use of the kitchen, including all appliances, is limited to the warming of foods that have been cooked and prepared off premises and brought in to The Portlock at South Norfolk.**
2. The use of grills and other cooking devices of any kind at The Portlock is **strictly prohibited**.

RISK ACKNOWLEDGEMENT / HOLD HARMLESS CLAUSE

Initials: ____ / ____

By acceptance of this agreement and signature below, the applicant and/or group and its participants agree to see that all necessary safety precautions are followed and will indemnify the City of Chesapeake, its employees and agents, and save them harmless from and against any and all claims damages, liability and expenses in connection with loss of life, personal injury, and/or damage to property arising from or out of any occurrence arising from the exercise of the privileges granted in this agreement.

I and/or my organization certify that I/we will be responsible for any damage or loss sustained to the grounds, furnishings, equipment or unusual clean-up resulting from this event. It is also certified the I/we have read this entire Rental Application and Policies for The Portlock and I/we hereby agree to comply unequivocally with these provisions as promulgated, including Chapter 50 of the City of Chesapeake Code.

I hereby acknowledge that I have read, understand and agree to all rates, terms and policies of this Rental Application agreement.

Rental Applicant's Name (Please Print)

Date

Rental Applicant's Signature

Payer's Name if Different from Applicant (Please Print)

Date

Payer's Signature

The Portlock — Office Use Only

Event: _____

Rental Date: _____

Resident

Non-Resident

Rental hours: _____ to _____ = _____ hours

Rental rate (per hour): \$ _____

TOTAL Rental Fee: \$ _____

Security Deposit: \$ 100.00

TOTAL DUE: \$ _____
(Includes \$20 non-refundable processing fee)

PAID: Date: _____ \$ _____

Payment Method: _____

Permit Approved

Permit Not Approved

Permit # _____

Department Director (or designee)

Date

Rental Checklist

Completed and initialed by the rental Applicant and Staff prior to the rental and at its conclusion.

Completed by: Applicant: _____ / _____ Staff: _____ / _____

Date of Rental: _____ Permit #: _____

	PRE-CHECKLIST	RENTAL QUESTIONS	POST-CHECKLIST
Tables	<input type="checkbox"/> Yes No <input type="checkbox"/>	Have the tables been wiped down?	<input type="checkbox"/> Yes No <input type="checkbox"/>
Floors	<input type="checkbox"/> Yes No <input type="checkbox"/>	Has the floor been swept? Are there spots, stains or scratches on the floor? Have dirt and debris been removed?	<input type="checkbox"/> Yes No <input type="checkbox"/>
Decorations	<input type="checkbox"/> Yes No <input type="checkbox"/>	Have tape/items been removed from the walls? Have all decorations been removed? Have all balloons been removed?	<input type="checkbox"/> Yes No <input type="checkbox"/>
Trash	<input type="checkbox"/> Yes No <input type="checkbox"/>	Has all trash been placed in an appropriate trash receptacle? Has bulk trash been removed from the premises?	<input type="checkbox"/> Yes No <input type="checkbox"/>
Counter Tops	<input type="checkbox"/> Yes No <input type="checkbox"/>	Are the kitchen counter tops clean? Have the counter tops been wiped down?	<input type="checkbox"/> Yes No <input type="checkbox"/>
Stove Top Clean and turned off	<input type="checkbox"/> Yes No <input type="checkbox"/>	Is the stove clean? Is the stove off? (if applicable)	<input type="checkbox"/> Yes No <input type="checkbox"/>
Refrigerator	<input type="checkbox"/> Yes No <input type="checkbox"/>	Is the refrigerator clean? Are there any items left inside?	<input type="checkbox"/> Yes No <input type="checkbox"/>
Chairs	<input type="checkbox"/> Yes No <input type="checkbox"/>	Have the chairs been wiped down?	<input type="checkbox"/> Yes No <input type="checkbox"/>
Microwave Oven	<input type="checkbox"/> Yes No <input type="checkbox"/>	Is the microwave clean? Are there any items left inside?	<input type="checkbox"/> Yes No <input type="checkbox"/>
Sink	<input type="checkbox"/> Yes No <input type="checkbox"/>	Is the faucet turned off? Is the sink free of debris?	<input type="checkbox"/> Yes No <input type="checkbox"/>
Walls	<input type="checkbox"/> Yes No <input type="checkbox"/>	Are walls free of cracks and damage?	<input type="checkbox"/> Yes No <input type="checkbox"/>
Cabinets and Drawers	<input type="checkbox"/> Yes No <input type="checkbox"/>	Are the cabinet doors or drawers functional and not damaged?	<input type="checkbox"/> Yes No <input type="checkbox"/>
Other	Please provide a detailed explanation and of any items check "No" on the Pre or Post-Checklist. This information as well as pictures will assist in the event of discrepancies. Use back of form if necessary.		