

REGULATIONS FOR THE USAGE OF THE WAKEFIELD FOUNDATION FACILITIES

(effective: July 1, 2025)

RENTER'S NAME: _____

ADDRESS: _____

EMAIL ADDRESS: _____

PHONE NUMBER: _____

EVENT DATE: _____ EVENT TIME: _____

Type of Event and/ or usage of the Building: _____

Room & Daily Rental Rates: (all Rooms include usage of Kitchen /for reheating food ONLY)

Check Room Rented	Rental Rooms	Daily Rent
	Auditorium (includes 5hr usage of elevator) Hours of usage: _____	\$500.00
	Gallery	\$250.00
	Raines Conference Room (meetings ONLY)	\$100.00
XXXXXXXXXX XXXXXXXXXX	Damage Fee Deposit: returned to renter if building is left in the condition they found it, no damage & clean	\$200.00

The Foundation shall be rented only to recognized organizations and persons of the community that sponsor events for charitable, educational, recreational, or cultural purposes. The building may be used gratis by bereaved families who need a place for visitation.

This rental agreement is being entered into by the person and/or group identified on this page of this form. The renter must be at least 21 years of age and fully provide the required information and ABC licenses (if applicable).

CONTRACT & PAYMENT:

- 1) All payments are made to The Wakefield Foundation by check, cash, and/or money order
- 2) A Non-Refundable Deposit of 50% of the total rental cost is required upon signing this rental agreement to reserve the required date(s) and time(s). The Rental balance is due 2 weeks before your event.

I have read ,understand, & agree to the contract & payment policies (initials):_____

GENERAL USAGE:

- 1) This Facility closes at 10:00pm and all events must be fully completed (including cleanup) by that time.
- 2) At NO TIME shall the building be left unattended & Front Doors UNLOCKED
- 3) NO SMOKING is allowed inside the Wakefield Foundation building.
- 4) NO firearms are allowed inside or outside on the grounds of the Wakefield Foundation.
- 5) NO Teen or Adult Birthday Parties Allowed. (Adult Birthday Dinners end at 9:00pm)
- 6) Children must be supervised at all times by an adult (at least 21 years of age).
- 7) The Wakefield Foundation retains the right to refuse the usage of the building at any time for events that are deemed unsafe, include illegal activities, or are non-compliant with reasonable standard of conduct within a public venue.
- 8) The Wakefield Foundation is not responsible for any and all items that are damaged, lost, or stolen before, during, or after the event
- 9) Consumption of alcoholic beverages (only allowed is Beer / Wine) requires a Virginia ABC license which must be on file in the Wakefield Foundation office at least 3 business days before the event. Open alcohol containers may NOT be taken outside the facility at any time. If ABC license is required, you have to have a Wakefield Foundation approved & licensed Security.

I have read ,understand, & agree to the general usage policies (initials):_____

VENDORS,CATERERS, & ENTERTAINMENT:

- 1) The Wakefield Foundation does not supply linens, plates, silverware, glasses, or cups.
- 2) The Wakefield Foundation supply the following: 6ft. Tables (20), 8ft.(6), & Chairs (350) for the renters usage.
- 3) The names and contact information of any vendor, caterer, or entertainment must be provided on this rental form, if known.
- 4) DJ's and/or Band must provide their own sound system.

I have read ,understand, & agree to the vendor, caterers & entertainment policies (initials):_____

DECORATIONS:

- 1) NO decorations (through out the building) may be tape ,stapled, pinned, or otherwise affixed to walls, floors, ceiling or on the auditorium stage curtains . The stage curtains in the Auditorium can not be removed and/or taken down.
- 2) Confetti , glitter, and spray paint may not be used inside the building.
- 3) The throwing of confetti, rice, rose petals or litter of any kind is NOT permitted inside or outside of the building
- 4) Bubbles, & bird seeds can be used outside during weddings.
- 5) Candles are permitted only if they are placed inside a globe and the flame does not go outside the globe.

I have read ,understand, & agree to the decoration policies (initials):_____

SETUP:

- 1) The renter must meet with a Wakefield Foundation volunteer at least 2 weeks prior to the event to provide details and requirements for the event seating and activities.
- 2) Set-up can be done the day of the event, any setup done after normal business hours is an extra \$50.00 per day.

I have read ,understand, & agree to the setup policies (initials):_____

CLEANUP:

- 1) The renter is fully responsible for cleaning any & all rooms rented in this agreement.
- 2) The Renter is responsible for removing all trash from the Building and/or Grounds.
- 3) The renter will be responsible and charged for any damages to the building, equipment, or furniture and for any items (property of Wakefield Foundation) missing after the event.

I have read ,understand, & agree to the cleanup policies (initials):_____

In consideration for the usage of the Wakefield Foundation building, the renter, guest and invitees release the Wakefield Foundation & their volunteers from and all liability, claims and demands on account of injury, loss or damage including property loss or damage , bodily injury, or sickness that the renter or guest may suffer as a result of such use.

By signing below, the renter has read & agreed to all the policies and procedures as set forth in this agreement with the Wakefield Foundation.

Renter signature: _____

Date: _____

TOTAL COST:

Room Rental: _____

Damage fee: ____\$200.00_____

Extra Cost: _____

Total Rent: _____

Deposit : _____ Deposit Date: _____

Total Due (2 weeks before event): _____

VENDORS, CATERERS, & ENTERTAINMENT:

Name: _____ Phone #: _____

Name: _____ Phone #: _____

Name: _____ Phone #: _____

SETUP:

Time: _____ Date: _____

Any violation of the above rules, you will forfeit the right the Foundation in the future. Please keep these rules and Regulations until the event conclusion, If you have any further questions call Gayle at (757) 899-6005.

EVENT SECURITY APPLICATION

Wakefield Foundation

100 Wilson Ave. - P.O. Box 8 - Wakefield, VA 23888

Phone: (757) 899-6005

THIS APPLICATION IS FOR EVENT SECURITY must be completed and returned to the Wakefield Foundation for any event held within the Foundation building for individual and/or groups when serving alcohol at your event. Anyone signing this form must be at least 25 years of age and must accept full responsibility for the use of the Wakefield Foundation building during the date and time agreed. **PLEASE MAKE CHECKS PAYABLE TO THE WAKEFIELD FOUNDATION.**

Application Information

Date Application Submitted: _____

Applicant Name: _____

Address: _____

City/State/Zip Code: _____

Program/Event Information

Date of Reservation: _____ Time: from _____ to _____

Nature of Program/Event: _____

Total Number Expected: _____

This application for event security should be completed when the rental application is completed.

Upon receipt of this application for security, the Wakefield Foundation will make arrangements to obtain security from the Sussex County Sheriff's Department, at the applicant's expense. This application and payment for the security services must be submitted with the rental application.

One Deputy currently employed by the Sussex County Sheriff's Department will be provided for your event. The applicant is not permitted to provide his or her own security or hire personnel from any other security organization, agency, firm or police/sheriff's department. The applicant must notify The Wakefield Foundation of cancellation of their event at least 2 weeks (14 days) before the event date. This must be done in writing, by mail or in person at the Wakefield Foundation. Failure by applicant to notify the Wakefield Foundation of event cancellation where security service have been assigned without the required 2 weeks (14 days) notice will be billed for two (2) hours of service. The Sussex County Sheriff's Deputy fee is \$50.00 per hour for a minimum of four (4) hours of service.

Signature of Applicant _____ Date _____

EVENT SECURITY APPLICATION – PAGE 2

OFFICE USE ONLY

Date Application Received: _____

Total Security Fees Assessed: _____

Sussex County Sheriff's Deputy Assigned to Event: _____

Staff Signature: _____ Date: _____

**CLEAN-UP CHECK LIST -WAKEFIELD FOUNDATION BUILDING & GROUNDS
TO BE PLACED IN DROP BOX (LOCATED INSIDE THE WAKEFIELD FOUNDATION) TO
RECEIVE DEPOSIT BACK**

Below is at the Wakefield Foundation a check list for clean-up procedures after event in the Wakefield Foundation building and/or on the grounds, please check if the cleaning has been completed. If it has not been completed, please make a note of the problem below the list.

Applicant Name: _____

Date: _____

Event: _____

☐ Yes ☐ No All Trash Disposed (disposed in outside trash, if it does not fit in can, you need to carry it away/NO trash on grounds next to trash cans)

☐ Yes ☐ No Party Rentals and Personal Property Removed

☐ Yes ☐ No Any Damage to building and/or Grounds including Restrooms

☐ Yes ☐ No All Decorations Disposed of Property

☐ Yes ☐ No Vacate Building and/or Grounds on Time

☐ Yes ☐ No Return ALL Tables & Chairs to where you found them

☐ Yes ☐ No Turn off ALL lights & secure ALL before you exit the building

Notes: _____

Applicant Signature: _____

CLEAN-UP CHECK LIST – PAGE 2

Office Use:

☐ Yes ☐ No All trash Disposed

☐ Yes ☐ No Party Rentals and Personal Property Removed

☐ Yes ☐ No Any Damage to Building and/or Grounds including Restrooms

☐ Yes ☐ No All Decorations Disposed of Property

☐ Yes ☐ No Vacate Buildng and/or Grounds on Time

☐ Yes ☐ No Return ALL Tables & Chairs to where you found them

☐ Yes ☐ No Turn off ALL lights & secure ALL before you exit the building

Notes: _____

Office Signature: _____