



10625 Courthouse Road, Fredericksburg, VA 22407

events@themes-va.com | 540-413-3833

www.themes-va.com

FACILITY RENTAL APPLICATION

Application for Use of Facilities - Process:

1. Complete the **Facility Rental Application** and submit it via email to: events@themes-va.com
2. A THEMES Event Coordinator will review the application and verify that the space is available for the requested date. If available, the Event Coordinator will send an estimate and/or invoice to the customer and a tentative hold will be placed on the space.
3. If the customer wishes to proceed with booking the event, the Event Coordinator will send an **Event Agreement** to be signed by the customer.
4. Once THEMES receives the signed agreement and deposit payment, the room will be placed on a "contract" status.
5. The Event Coordinator will set up a meeting (if required) and/or conference call with the client, to spell out the details for the event.
6. Prior to the event date, a staff member will work with the client to finalize details (catering, equipment, set-up, etc.) to ensure a memorable and successful event.

Rental Policies

Arrival Time: When establishing a rental timetable, allow enough time for client set up and clean up. Caterers and others should be instructed not to arrive before the contracted rental time. Deliveries of rental equipment (e.g. pipe & drape, props, etc.) cakes, flowers, etc., must be made during the rental period.

Cancellation Policy: User may cancel by giving written notification delivered to THEMES 30 days prior to the date of use of the facility. The cancellation must be in writing via email to support@themes-va.com. A message left on voicemail is not acceptable. If the event is booked less than 30 days before the event date, there will be no refunds.

Liability Insurance: Caterers and organizations are required to obtain a \$1 million dollar liability certificate of insurance(10) days prior to the event. The certificate will state that the user indemnifies and holds THEMES harmless from and against any loss, damage, cost or expense arising out of or in any way related to the user's occupancy of the premises.

Payment: 50% deposit is required to hold the date and will go towards the balance stated in the final invoice. A final invoice link will be generated within 5 days of receiving of a ratified contract and is due seven days prior to the scheduled event date. Users exceeding their reserved time will be charged the applicable hourly rates.

Setup Requirements: Setup and layout of your event must be provided to and approved by the Venue to ensure compliance with fire code regulations.

Open Flames: Candles, votive candles, candelabras, or any open flame décor must be contained in glass, ceramic, non-flammable container or another protective enclosure. Clean up of any wax is considered additional cleaning and will result in forfeiture of cleaning deposit.

Cleaning: A refundable cleaning deposit of \$120 unless otherwise arranged is required in the form of a money order or check prior to gaining access. Renters are responsible for removing all trash and placing it in the bins located in the back of the facility. Trash left in or around the facility will result in forfeiture of the cleaning deposit.

Client Contact Information:

Contact Name	Applicant is: <input type="checkbox"/> Individual/Group <input type="checkbox"/> Corporation <input type="checkbox"/> Non-Profit 501(c)(3) (IRS Tax Letter will be required)	
Street Address:		
City, State, Zip:		
Phone:	Email	EIN#:

Note: Non-Profit Organizations: THEMES must receive a copy of the organization’s 501-c letter from the IRS stating that the organization is a tax-exempt non-profit. Until we have the copy, the event will be priced at for-profit rates.

Event Details:

Date of Event:	Estimated Attendance:	Start Time:	End Time:
Type of Event:	<input type="checkbox"/> Performance <input type="checkbox"/> Rehearsal <input type="checkbox"/> Meeting <input type="checkbox"/> Conference <input type="checkbox"/> Reception <input type="checkbox"/> Lecture <input type="checkbox"/> Baby Shower <input type="checkbox"/> Dance <input type="checkbox"/> Other		

ADD-Ons: <input type="checkbox"/> N/A	EVENT Catering Information: <input type="checkbox"/> N/A
Please check all that apply	Please check all that apply:
<input type="checkbox"/> Decorating Packages <ul style="list-style-type: none"> • Pipe&Drape, Table settings, Props etc. <input type="checkbox"/> Photo Booth <input type="checkbox"/> Balloon Art <input type="checkbox"/> Other:	<input type="checkbox"/> Food <input type="checkbox"/> Beverage <input type="checkbox"/> Alcohol <input type="checkbox"/> Will be using caterer; but, unconfirmed at present
Audio/Visual Requirements: <input type="checkbox"/> N/A LCD Projector & Screen: <input type="checkbox"/> Yes <input type="checkbox"/> No	

Note: To serve Alcohol the venue requires that any user dispensing alcoholic beverages must obtain a permit to dispense alcoholic beverages from the Virginia Alcoholic Beverages Control Board. The user must provide a copy of the permit to the venue three days prior to the event.

The signatory hereby represent him/herself as being authorized in making application to THEMES, LLC for use of its facilities. The signatory has read the rental policy, agrees to abide by its terms, and assumes supervisory responsibility for conduct and activity of all persons associated with and attending the function. The signatory understands that he/she will be held responsible for any damage to the venue or its property as a result of the above-mentioned activity. The signatory will make necessary arrangements to ensure the area is cleaned and left in the order in which it was found.

Renter Certification:

Applicant’s Name (signed & printed): _____

Title or position in organization: _____

On-site Designee’s Name: _____

On-Site Designee’s Contact Phone: _____ Email: _____