



Harris Memorial Armory Community Center
200 North High Street
Blackstone, VA 23824
Phone: (434)292-7251

RENTAL REQUEST FORM

1. RENTER INFORMATION

Name: _____ Submitted On: ____/____/____ at ____:____ am/pm
Last First M.I. Date Time

Address: _____
Street City State Zip

Phone: (____) _____ (____) _____ (____) _____
Home Work Cell

Email: _____

Organization Name (if applicable) _____

2. RENTAL INFORMATION

Event Name: _____

Description: _____

Violation of any of the rules on page 2 may result in forfeiture of use of Town Property in the future.

I certify that I am 21 years of age, am a resident of Blackstone, VA, and that I will abide to the rules listed on page 2. I understand that I must be present at the facility for the duration of the rental/event. I do hereby agree to completely and unconditionally, indemnify, hold harmless, release and discharge the Town of Blackstone, its employees and volunteers from all liabilities from injuries or property damage sustained because of utilization of the Harris Memorial Armory Community Center.

Signature: _____ Date: ____/____/____

Deposit Amount Paid - _____ Paid to - _____

Rental Fee Paid - _____ Paid to - _____

Date Requested: ____/____/____ Time Requested: _____

Activity - What is the purpose of the event? _____

Expected Attendance: _____

RENTAL INFORMATION

- The Gym area and one room on the main floor are available for rent/use.
- The Harris Memorial Armory Community Center has a stage & food warming/preparation area on the main floor available for use. The ice machine and microwave are also available for use.
- Number of Tables: (25) and Number of Chairs: (150)150
- The Rental Cost is \$50 Deposit per block plus \$100 per 4-hour block and \$150 per 6 hour block for Rent for the Gym.
- The Rental Cost is \$50 Deposit per block plus \$50 per 4-hour block and \$75 per 6 hour block for Rent for the Room.
- The Deposit and Rental Fees are due when making your reservation; no hold is placed on dates until the Deposit and Rent are paid.
 - The Deposit will be returned if there are no violations of the Rules of Facility Usage.
- The Rental Request Form must be completed at the time the reservation is made.
- Reservations for all rentals are available in blocks of 4 hours. Weekdays are from 8:00 a.m. to 12:00 p.m., 1:00pm to 5pm and 6pm to 10pm. Saturday or Sunday are available in two blocks each day; 8:00am to 2:00pm and 3:00pm to 9:00pm. All activities must end by their designated time to include cleanup.
- Reservations begin the 1st working day of December for each upcoming year.
- **The person making the reservation must be at least 21 years of age, be present for the duration of the use, and is responsible for clean up after the event as well as any damage to building, furniture, and fixtures.**
- Refunds will only be permitted when reservations are canceled within 14 Days of the reservation date.

RULES OF FACILITY USAGE

- Flameproof decorations are allowed under the following conditions:
 - No nails, tape, tacks or staples shall be used on walls, ceilings or equipment.
- Fire extinguishers shall not be covered or obstructed as to prohibit their use in case of emergency.
- No flammable liquids or materials may be used. No open flames are allowed, and lit candles must be covered with globes.
- This is a smoke free facility. Smoking is only allowed in designated outdoor areas. All cigarette butts and ashes must be disposed of properly.
- No rice, glitter, confetti, sparklers, or similar material may be thrown or used inside or outside the facility.
- Birdseed and bubbles may be used outside only.
- The number of people in the facility and its rooms shall not exceed established and posted capacities.
- The person reserving the facility is responsible for any damage to the facility and its property that occurs during their event.
- All materials and equipment brought into the facility, including food, beverages, and decorations must be removed immediately following the event. The Town of Blackstone assumes no responsibility for any property not removed from the premises.
- **Events that include alcohol require an Alcoholic Beverage Control (ABC) license, Alcohol Insurance, and a completed rental application. This shall be done by the person that will be responsible/Renter.**
- Trash must be removed from building and placed in the dumpster in the adjoining parking lot.
- All tables and chairs must be folded as found and stored properly.

REQUIRES WRITTEN REQUEST & BLACKSTONE TOWN COUNCIL APPROVAL

- Collection of money or admission
- Sale of food or drink
- Alcohol
- DJs
- Bands
- Installation or use of electrical wiring or appliances on any of the circuits of the building