



Harris Memorial Multi-Purpose & Hospitality Training Center
200 North High Street
Blackstone, VA 23824
Phone: (434)292-7251

RENTAL REQUEST FORM

OFFICE USE ONLY

Date Received:	Received By:	Application Status: <input type="checkbox"/> Pending <input type="checkbox"/> Approved <input type="checkbox"/> Denied Council Approved: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
Payment Received: <input type="checkbox"/> Yes <input type="checkbox"/> No	Payment Date:	Amount Paid: \$	Receipt No.:
Deposit Return: <input type="checkbox"/> Approved <input type="checkbox"/> Denied	Deposit Return Date:	Amount Returned: \$	Notes:

1. RESPONSIBLE PARTY INFORMATION

Name:		Phone:	Email:
_____	_____	_____	_____
Last	First	MI	
Address:			
_____		_____	_____
Street		City	State Zip
Organization Name, if applicable:		Non-Profit Event: <input type="checkbox"/> Yes <input type="checkbox"/> No	Age 21 or Older: <input type="checkbox"/> Yes <input type="checkbox"/> No State Issued ID: _____ Drivers License / ID Number: _____
EIN Number: _____			
Alternate Contact Name:		Phone:	Email:
_____		_____	_____

2. EVENT / RENTAL INFORMATION

Event Name:		Event Description / Purpose:	Expected Attendance:
_____		_____	_____
Requested Time Block: Monday-Friday <input type="checkbox"/> 8:00 a.m. – 12:00 p.m. <input type="checkbox"/> 1:00 p.m. – 5:00 p.m. <input type="checkbox"/> 6:00 p.m. – 10:00 p.m. Saturday-Sunday <input type="checkbox"/> 8:00 a.m. – 2:00 p.m. <input type="checkbox"/> 3:00 p.m. – 9:00 p.m.		Requested Date: ____ / ____ / ____	Setup Time Needed: <input type="checkbox"/> Yes <input type="checkbox"/> No Cleanup Time Needed: <input type="checkbox"/> Yes <input type="checkbox"/> No
Requested Area: <input type="checkbox"/> Gym <input type="checkbox"/> Room <input type="checkbox"/> Gym + Room	Food Served? <input type="checkbox"/> Yes <input type="checkbox"/> No	Admission/Fundraising? <input type="checkbox"/> Yes <input type="checkbox"/> No	Alcohol? <input type="checkbox"/> Yes <input type="checkbox"/> No
Tables Requested: _____ of 20 available	DJ/Band/Sound System? <input type="checkbox"/> Yes <input type="checkbox"/> No	Stage Use? <input type="checkbox"/> Yes <input type="checkbox"/> No	Food Prep/Warming Area? <input type="checkbox"/> Yes <input type="checkbox"/> No
Chairs Requested: _____ of 100 available	Electrical Equipment? <input type="checkbox"/> Yes <input type="checkbox"/> No	Other Needs:	

3. RENTAL FEES AND DEPOSIT

Deposit and rental fees are due when the reservation is made. No date is held until the deposit and rental fee are paid. The deposit may be returned if there are no violations of facility rules or damages. Refunds are only permitted when reservations are canceled within 14 days of the reservation date. Refunds on deposits are only permitted when reservations are canceled within 30 days of the reservation date.

Rental Area	Deposit	4-Hour Block	6-Hour Block	Amount Due
<p align="center">Gym</p> <p>This larger space is perfect for events, receptions, and community gatherings. Room Dimensions: 6,263 SF / 4,804 SF Occupancy Load (@ 1/15): Maximum of 320 persons Stage Area (included with Multipurpose Room rental) Dimensions: 600 SF Occupancy Load (@ 1/15): Maximum of 40 persons</p>	\$50 per block	\$100	\$150	\$
<p align="center">North Training Room</p> <p>This space is ideal for small meetings or training. Dimensions: 240 SF / 130 SF Occupancy Load (@ 1/15): Maximum of 9 persons</p>	\$50 per block	\$50	\$75	\$
Total Paid				\$

4. REQUIRED WRITTEN REQUEST AND TOWN COUNCIL APPROVAL

The following activities require a written request and Blackstone Town Council approval before the reservation is final: collection of money/admission, sale of food or drink, alcohol, DJs, bands, and installation or use of electrical wiring or appliances on building circuits. Applicant must attach copies of required approvals, permits, insurance, or ABC license when applicable.

5. RULES OF FACILITY USAGE

- **The renter must be at least 21 years of age**, must be present for the entire rental/event, and is responsible for cleanup and any damage to the building, furniture, equipment, or fixtures.
- **The renter must provide current, unexpired state identification to reserve any part of the facility.**
- All activities, including cleanup, must end by the designated rental time.
- No nails, tape, tacks, or staples may be used on walls, ceilings, or equipment. Fire extinguishers must remain visible and unobstructed.
- No flammable liquids or materials may be used. No open flames are allowed. Lit candles must be covered with globes.
- **This is a smoke-free facility.** Smoking is allowed only in designated outdoor areas, and cigarette butts/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.
- Occupancy shall not exceed established and posted capacities.
- All food, beverages, decorations, materials, and equipment brought into the facility must be removed immediately after the event. The Town assumes no responsibility for property left on premises.
- **Alcohol-related events require an ABC license, alcohol insurance, and a completed rental application.**
- Trash must be removed from the building and placed in the dumpster in the adjoining parking lot. Tables and chairs must be folded and stored properly.

6. APPLICANT CERTIFICATION AND INDEMNIFICATION

I certify that the information provided is true and correct. I certify that I am at least 21 years of age and agree to abide by all rules of facility usage. I understand that I must be present at the facility for the duration of the rental/event. I agree to indemnify, hold harmless, release, and discharge the Town of Blackstone, its employees, officials, and volunteers from liabilities, injuries, or property damage arising from the use of the Harris Memorial Multi-Purpose & Hospitality Training Center.

Applicant Signature:	Date: ____ / ____ / ____	Printed Name:
Town Approval Signature:	Date: ____ / ____ / ____	Approved Rental Date/Block: