

Facilities Rental Agreement Buckingham Cattlemen's Association (BCA) Buckingham Agriculture Resource Network (BARN)

11851 W James Anderson Hwy/P.O. Box 95 Buckingham Virginia 23921

Phone: 434-969-4261 Email: jligon@vt.edu

(Call <u>before submitting rental agreement</u>, to ensure your requested date is available)

Applicant Information			
Contact Person/Renter Name(s):			
Contact Person/Renter Email:			
Contacts Current Address:			
City	State	Zip Code	
Phone: (c)	(h)	(wk)	
Facility Use Request			
Date(s) Requested for use:			
Beginning event time:		End event time:	
Set-up time — Beginning Time:	:	End set-up time:	
(will be charged extra for o	pening the day prior to the ev	vent)	
Purpose of Event:			
Approximate Number of People Atter	nding:		
Will Alcohol be Served?	Renter/organizer must provide a cop Contact the Lynchburg Regional Offic (434) 582-5136.		
Category - circle one (see second page fo	r breakdown): 1 2	3 4 5	6 7
Insurance Requirement: A certificate facilities and naming Buckingham Cattlem application and deposit.		l insured to this policy r	
Applicant Agreement Reservations will be on a "first come, fi of Buckingham Agricultural Resource date(s) is available. The date request	Network (BARN) facilities. C	Call the above number	er, to ensure requested
received.	ed is not considered approve	a or commined until	all paperwork has been
FAILURE TO READ THESE REGULATIONS ANY RESPONSIBILITY IN THE CASE OF LO I have read and understand the terms a the applicant, to abide by the terms an accountable for any damages occurring	OSS OR DAMAGE TO BARN PR and conditions for use of the f d conditions and understand	OPERTY	(Initial) s form, I agree, as
Applicant Signature	Applicant Printed Name		Date
	Office Use Only		
Damage Deposit Received on Date:	Check #	\$	
Rental Fee Received on Date:	Check #	\$	
Cleaning Crew Assigned:	Date Paid:	Check #	\$\$

ELIGIBLE GROUPS	The following designations classify groups/organizations for the purpose of establishing priority for use and the charging of fees
Category 1	Buckingham Cattlemen's Association – No Charge, Custodial fees may apply
Category 2	Buckingham VCE, 4-H, FFA, and other Buckingham Agricultural related youth groups – No charge; custodial fees may apply, unless cleaned by group
Category 3	BCA Marketing Members – who have paid marketing fees to the BARN for the feeder calf sale and/or the heifer sale
Category 4	Partnering & Governmental Agencies – SWCDs, USDA, FSA, VADOC, DOF who provide educational or support services
Category 5	BCA Members (Non-marketing members) – Paid membership in good standing for at least three (3) years
Category 6	Non-Profit Groups – Limited to Civic and Religious organizations/groups. (May need to show proof of non-profit status)
Category 7	For Profit Groups/Commercial – Defined as groups other than identified in Categories 5 and 6

FACILITY	Category 1	Category 2	Category 3	Category 4	Category 5	Category 6	Category 7
	BCA	VCE/Youth	Market	Agency	BCA-Members	Non-Profit	Profit
Outdoor Facilities	Waived	Waived	Waived	Waived	\$100	\$150	\$200
Conference Room Only	Waived	Waived	Waived	Waived	\$150	\$200	\$300
Conference Room with Use of Kitchen	Waived	Waived	Waived	Waived	\$200	\$250	\$300
Outdoor Facilities & Conference Room	Waived	Waived	Waived	Waived	\$250	\$300	\$400
Outdoor Facilities, Conference Room & Kitchen	Waived	Waived	Waived	Waived	\$300	\$350	\$400
RENTAL FEE	Initial CF						
Outdoor Facilities (bathroom access included)	\$25	\$25	\$50	\$100	\$225	\$325	\$500
Conference Room Only	\$100	\$100	\$150	\$200	\$300	\$400	\$550
Outdoor Facilities & Conference Room	\$125	\$125	\$200	\$250	\$350	\$450	\$750
Conference Room with Use of Kitchen	\$150	\$150	\$200	\$250	\$350	\$450	\$750
Outdoor Facilities, Conference Room & Kitchen	\$150	\$150	\$250	\$300	\$400	\$650	\$850
Set-up Fee for day other than event date	Waived	Waived	Waived	Waived	\$50	\$100	\$200
EVENT SET-UP/TAKE DOWN							
Event Set-up/Take Down Fee - Optional	Waived	Waived	\$200	\$200	\$200	\$200	\$200
Facility Fees Total							
Down payment – Damage Deposit	Waived	Waived	Waived	Waived			
5% Gross Receipt (for auctions rodeos or ticketed events)							
Total Remaining Owed (30 days prior to event)							

Please make checks payable to: Buckingham Cattlemen's Association – BARN

Mail application, deposit/rental payment, and certificate of liability insurance to:

BCA – B.A.R.N., P.O. Box 95 Buckingham, VA 23921

The date requested is not considered approved or confirmed until all paperwork has been received.

For questions call: 434-581-3997

BARN Facility

Rental Regulations and Procedures

- 1. The deposit amount and a copy of the liability insurance certificate with a minimum of \$1,000,000 in liability coverage for BARN facilities and naming Buckingham Cattlemen's Association as an additional insured to this policy is required to make the reservation.
 - a. The deposit amount is non-refundable in the event of cancellation.
 - b. Following the event, the deposit amount is fully refundable (within 30 days) minus the cost of any damages incurred, items left on property and/or failing to return the room to its original state.
 - YOU WILL BE RESPONSIBLE FOR THE REPAIR OR REPLACEMENT COSTS OF DAMAGED OR STOLEN BARN PROPERTY, IF ABOVE THE AMOUNT OF YOUR DAMAGE DEPOSIT.
- 2. Full payment is due thirty (30) days prior to your event.
 - a. If we do not receive payment within thirty (30) days, your event reservation can be cancelled with no refund of the deposit amount.
 - b. Make all checks payable to: Buckingham Cattlemen's Association–BARN
 P.O. Box 95, Buckingham, VA 23921
- 3. Renting Responsibilities of the **BCA member/Eligible Groups**:
 - a. BCA member, renting facility, must be present at the event.
 - b. A set of Non-duplicable keys will be lent to the contract signee. **Keys shall be left on the middle kitchen table** in the BARN, after the event and BARN locked.
 - c. The person to which the rental permit is issued shall be responsible for all clean-up, trash removal in all areas, inside and outside, including the bathrooms.
 - d. Any damages to the facility/property; items left on the property for the duration of the time(s) and dates(s) listed on the application, may result in no refund of your damage deposit. You acknowledge that failing to meet these obligations can result in no refund of your damage deposit and not being permitted to use the property in the future.

 Renters initials
- 4. Facility
 - a. All events must end by 11:00 midnight on the night of the rental (includes removal of trash and cleaning up).
 - b. Renter must provide all supplies, including paper products, kitchen utensils, pots and pans. None are on site.
 - c. Remove all trash, equipment, decorations and food that belongs to the group before leaving facility.
 - d. No smoking is permitted inside the building or within 20 feet of the exterior of the facilities.
 - e. If alcohol will be served, renter/organizer must provide a copy of the ABC license for the event 14 days prior to the event. (Contact the Lynchburg Regional Office of the Virginia Department of Alcoholic Beverage Control at (434) 582-5136.
 - f. Children and youth must be supervised at all times.
 - g. Do not drag tables across the floor or sit on tables.
 - h. If renter chooses to provide its own set-up/take down, then all tables and chairs must be wiped clean after the event and returned to the way it was found. (Renter must provide own cleaning supplies)
 - i. The renter/organization to whom the rental permit is issued, agrees to indemnify and hold harmless the Buckingham Cattlemen's Association (BCA), and all its officers, employees, and agents from any and all claims demand, suits caused of action, or judgements any person had, now has or may have in the future against the event.
 - j. The Buckingham Cattlemen's Association (BCA) is not liable for what the renter does or sponsors while using the facilities.
 - k. The Buckingham Cattlemen's Association (BCA) reserves the right to cancel any and all facility requests at their discretion.

Acknowledgement and agreement to ab	ide by all rules and regulations:		
Renter Signature	Printed Name	Date	
Application Received By:		Date:	-