



**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  
Ph: 434-581-3997      [bcabarn@gmail.com](mailto:bcabarn@gmail.com)

*(Call before submitting rental agreement, 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: (will be charged extra for opening the day prior to the event)	End set-up time:
Purpose of Event:	
Approximate Number of People Attending:	
Will Alcohol be Served? _____	Renter/organizer must provide a copy of the ABC License for the event <b>14 days prior to the event.</b> Contact the Lynchburg Regional Office of the Virginia Department of Alcoholic Beverage Control at (434) 582-5136.
Category - circle one (see second page for breakdown):      1      2      3      4      5      6      7	
<b>Insurance Requirement:</b> A certificate of liability insurance 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 must be submitted with application and deposit.      Check if attached. <input type="checkbox"/>	

**Applicant Agreement**

Reservations will be on a "first come, first serve" basis. Please read the Rules and Regulations regarding the use of Buckingham Agricultural Resource Network (BARN) facilities. **Call the above number, to ensure requested date(s) is available. The date requested is not considered approved or confirmed until all paperwork has been received.**

FAILURE TO READ THESE REGULATIONS AND PROCEDURES ON FRONT AND BACK WILL NOT EXCUSE YOU FROM ANY RESPONSIBILITY IN THE CASE OF LOSS OR DAMAGE TO BARN PROPERTY. \_\_\_\_\_ (Initial)

I have read and understand the terms and conditions for use of the facility. By signing this form, I agree, as the applicant, to abide by the terms and conditions and understand that I will be held responsible and fiscally accountable for any damages occurring as a result of my event.

\_\_\_\_\_  
Applicant Signature                                      Applicant Printed Name                                      Date

Office Use Only			
Damage Deposit Received on Date: _____	Check # _____	\$ _____	
Rental Fee Received on Date: _____	Check # _____	\$ _____	
<b>PAID IN FULL: Date:</b> _____			
Cleaning Crew Assigned: _____	Date Paid: _____	Check # _____	\$ _____

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

<b>DAMAGE DEPOSIT</b> (refundable after Event with successful Checkout)							
<b>FACILITY</b>	<b>Category 1</b>	<b>Category 2</b>	<b>Category 3</b>	<b>Category 4</b>	<b>Category 5</b>	<b>Category 6</b>	<b>Category 7</b>
	<i>BCA</i>	<i>VCE/Youth</i>	<i>Market</i>	<i>Agency</i>	<i>BCA-Members</i>	<i>Non-Profit</i>	<i>Profit</i>
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
<b>RENTAL FEE</b> <i>Initial CF</i>							
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
<b>EVENT SET-UP/TAKE DOWN</b>							
Event Set-up/Take Down Fee - Optional	Waived	Waived	\$200	\$200	\$200	\$200	\$200
<b>Facility Fees Total</b>							
<b>Down payment – Damage Deposit</b>	Waived	Waived	Waived	Waived			
<b>5% Gross Receipt</b> (for auctions rodeos or ticketed events)							
<b>Total Remaining Owed</b> (30 days prior to event)							
<b>Please make checks payable to: Buckingham Cattlemen’s Association – BARN</b>							
Mail application, deposit/rental payment, and certificate of liability insurance to: <b>BCA – B.A.R.N., P.O. Box 95 Buckingham, VA 23921</b>							
<b>The date requested is not considered approved or confirmed until all paperwork has been received.</b>							
<b>For questions call: 434-581-3997</b>							

**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 abide by all rules and regulations:

\_\_\_\_\_

**Renter Signature**

\_\_\_\_\_

**Printed Name**

\_\_\_\_\_

**Date**

**Application Received By:**\_\_\_\_\_

**Date:**\_\_\_\_\_