



## Facilities Rental Agreement

**Buckingham Cattlemen's Association (BCA)**

**Buckingham Agriculture Resource Network (BARN)**

Physical Address: 11851 W. James Anderson Hwy, Buckingham, VA 23921

Mailing Address: P.O. Box 95, Buckingham, VA 23921

**Before submitting rental agreement, contact the Buckingham Extension Office, at (434) 969-4261, to ensure your requested date is available.** 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.

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.

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

<b>Applicant Information</b>		
Contact Person/Renter Name(s):		
Contact Person/Renter Email:		
Contacts Current Address:		
City:	State:	Zip Code:
Phone: (c)	(h)	(wk)
<b>Facility Use Request</b>		
Date(s) Requested for use, including set up:		
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-	
<b>Insurance Requirement:</b> A certificate of liability insurance with a minimum of \$1,000,000 in liability coverage for BARN facilities and <b><i> naming Buckingham Cattlemen's Association as an additional insured </i></b> to this policy must be submitted with application and deposit. Check with your own insurance company for "Special Event Insurance Coverage". Other options can include online vendors, such as: <a href="http://www.specialteventinsurance.com">www.specialteventinsurance.com</a> or <a href="http://www.theeventhelper.com">www.theeventhelper.com</a>		

RENTAL FEES (per day)	CIRCLE CATEGORY AND USE				
USE	Category 1	Category 2	Category 3	Category 4*	Category 5*
	Buck. VCE,4-H, FFA	BCA Marketing	BCA/Agencies	Non-Profit	Commercial
Outdoor Facilities (bathroom access included)	\$100	\$150	\$225	\$325	\$500
Conference Room Only	\$100	\$200	\$300	\$400	\$550
Conference Room with Use of Kitchen	\$150	\$250	\$350	\$450	\$750
Outdoor Facilities & Conference Room	\$200	\$350	\$525	\$700	\$1000
Outdoor Facilities, Conference Room & Kitchen	\$250	\$350	\$550	\$750	\$1150
<b>Please make checks payable to: BCA – BARN *Categories 4 &amp; 5, and BCA Members, subject to refundable \$300 damage deposit*</b>					
<b>**Auctions and/or ticketed events will be charged 5% of gross receipts**</b>					
Mail application, deposit/rental payment (checks payable to: <b>BCA–BARN</b> ), and certificate of liability insurance to: <b>Buckingham Cattlemen's Association – B.A.R.N., P.O. Box 95 Buckingham, VA 23921</b> <b>For questions call Jennifer Ligon at the Buckingham Extension Office at (434) 969-4261</b>					

Office Use Only		
Damage Deposit Received on Date: _____	Check # _____	\$ _____
Check # of Returned Deposit _____		\$ _____
Rental Fee Received on Date: _____	Check # _____	\$ _____
<b>PAID IN FULL: Date: _____</b>		<b>Check # _____</b>

## **BARN Facility Rental Terms of Use, 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. **If we do not receive payment within thirty (30) days, your event reservation can be cancelled with no refund of the deposit amount.**
  - c. Upon a successful checkout, following the event, the deposit amount is fully refundable (within 30 days).
  - d. By signing this application in your name, you will be held responsible for the repair and/or replacement costs of damaged or stolen BARN property. \_\_\_\_\_ **Renter’s Initials**
  - e. **Category 4, 5, and BCA Members:** Renters under these categories are subject to \$300 damage deposit, refundable with successful checkout. \_\_\_\_\_ **Renter’s Initials**
  - f. The renter/organization to whom the rental permit is issued, agrees to indemnify and hold harmless the 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.
  - g. The BCA is not liable for what the renter does or sponsors while using the facilities.
  - h. The BCA reserves the right to cancel any and all facility requests at their discretion.
  
2. Renting Responsibilities of the **BCA member/Eligible Groups:**
  - a. BCA member renting facility is the responsible party for activities/events
  - b. A set of non-duplicable keys will be lent to the contract signee. **Keys need to be picked up at the Buckingham Extension Office (54 Administration Ln. Buckingham, VA 23921) during business hours of 8:00am-4:30pm. After the event keys need to be returned to the Buckingham Extension Office during business hours or placed in the locked drop-box outside the office door.** \_\_\_\_\_ **Renter’s Initials**
  - 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. \_\_\_\_\_ **Renter’s initials**
  - e. **ABC LICENSE:** If alcohol will be served/provided, renter/applicant must provide a copy of the ABC license **IN THE NAME OF THE APPLICANT** 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. \_\_\_\_\_ **Renter’s Initials**
  
3. Facility
  - a. All events must end between 11:00pm – 12:00a.m. 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 for their event.** (Bathroom paper products provided)
  - 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. Children and youth must be supervised at all times.
  - f. Do not drag tables across the floor or sit on tables.
  - g. 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 have read and understand the BARN Facility terms of use, regulations and procedures. By signing this form, I, the applicant, agree 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. **FAILURE TO READ THE TERMS OF USE, REGULATIONS, AND PROCEDURES WILL NOT EXCUSE YOU FROM ANY RESPONSIBILITY IN THE CASE OF LOSS OR DAMAGE TO BARN PROPERTY.**

Acknowledgement and agreement to abide by all rules and regulations:

\_\_\_\_\_  
Renter Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

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

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