



Event Date: \_\_\_\_\_  
Event Type: \_\_\_\_\_  
Contact Name: \_\_\_\_\_

## Facilities Rental Contract

Thank you for choosing to host your next event at The Haven. While we are first and foremost a day shelter and housing resource center for people facing homelessness, we offer our beautiful spaces as a resource for community events, meetings, classes and other gatherings. Your rental fees directly support the day-to-day operations of The Haven Day Shelter and include payment for an on-site Haven Event Liaison during your contracted rental timeframe. They are only to assist with venue needs. See Appendix A for full Event Liaison responsibilities.

Built in 1837, our building is on the registry of designated historic churches. In order to keep the building well-maintained and safe for all, please carefully review, sign, and return this rental agreement, one-half of the total fees, and a \$150 refundable security deposit.

### **Capacity:**

**Sanctuary:** Capacity as set by the Fire Marshall is 385 people. There is seating for approximately 250.

**Kitchen:** An industrial kitchen with all equipment. A maximum of eight (8) people working together to prepare food and clean is safest.

**Conference Room:** Seats 12-15 comfortably around central table. Large whiteboard on wall included.

### **Reservations and Final Payment:**

A space may be reserved by signing and returning this contract with a **deposit of one-half of the total fees and a \$150 refundable deposit. Full payment is due one month prior to the event**, unless other arrangements have been made before the contract is finalized.

### **Cancellations and Refunds:**

In case of a cancellation, The Haven reserves the right to administer refunds on a case-by-case basis.

### **Decoration Guidelines:**

Decorations should be chosen with the understanding that any installation is temporary and should leave no permanent sign or damage.

1. Candles are not permitted in any portion of the building; battery-operated votives are appropriate.
2. No nails, tape, staples, or screws should be used on walls or furniture. "Command" strips are acceptable.
3. Confetti or glitter is not permitted. Flower petals or birdseed may be used outside.
4. Nothing can be hung from the lights or light fixtures.
5. No fireworks or sparklers are allowed on the property.
6. Any live plant or floral bouquet should be placed such that there is protective material between it and the hardwood floors, so as to prevent water damage.
7. Given that The Haven is first and foremost a day shelter and homeless resource, we reserve the right to refuse to display any artwork or décor that is not appropriate in the shelter environment.

### **Sign Guidelines:**

The Haven is restricted by local ordinances as to what signage is displayed. Portable sandwich signs are acceptable, and small banners may be displayed on designated areas of building or railings.

**Marketing Guidelines:**

Invitations and announcements of the event may not use the name of The Haven except as the designated location. Logo use is restricted to those events that are intended as fundraisers for The Haven, and requires prior permission. The Haven logo is not to be altered.

**Clean Up Details:**

You are expected to clean up any decorations, trash, or spills that you generate during your event. Trash may be deposited in The Haven trash and recycling cans if there is room. Floors should be swept and any spills cleaned up. This cleanup should occur immediately after the event but within your contracted timeframe. Any rental pickup necessary should be discussed with the Event Coordinator.

**Security Deposit:**

A refundable \$150 security deposit is required of all renters. The deposit will be returned 15 days after the event if there are no damages incurred as a direct or indirect result of your event, all trash, decorations, and spills are cleaned up, and renter did not exceed the contracted timeframe pre-determined with the Event Coordinator.

**Damages:**

If damage to the building occurs as a direct or indirect result of your event, your security deposit will be applied for full or partial compensation. You will be responsible for any repair costs incurred above the \$150 amount. Repairs will be done by contractors chosen by The Haven to the satisfaction of Haven staff. Such repairs may include such services as glass replacement, floor refinishing, painting, plumbing, replacement of electrical fixtures, or appliance repair.

**Parking:**

Parking in the downtown area is at a premium. Please instruct your guests to park on the street or in a local garage. Two-hour parking validation for all event attendees is available for the Water Street garage. The two alley parking spots are reserved for Haven staff at all times.

**Security:**

The security of The Haven building is very important. You are responsible for keeping all doors closed and locked as much as possible before the start of your event, to discourage uninvited visitors. At the end of your event, please work with your on-site staff member to make sure all entries are secured for the night.

**Alcohol and Drugs:**

In the event that you serve and/or consume alcohol, you are responsible for any necessary licenses from. Alcohol consumed or served without an ABC license and drugs are not permitted at The Haven.

**Insurance and Liability:**

You as the renter are responsible for obtaining a liability policy for \$1 million for your event. Proof of this policy must be presented by the time the second payment is submitted, at least one month prior to your event.

If legal proceedings are brought against The Haven for compensation for personal injuries, death or property damage arising out of the event, you the renter, will indemnify The Haven and its employees against any judgments which may be rendered against The Haven or its employees, except for judgments on claims which arise out of negligence, gross negligence or willful acts or omissions of The Haven or its employees to the extent allowed by law.

**Fees:**

Fees are dependent on the type of event:

- There is a minimum rental of **two hours** for all facilities.

| Item   | Non-Profit/Community Group                           | For-Profit/Private                                   |
|--|--|--|
| <b>Sanctuary</b>   | \$75.00/hour   | \$150/hour   |
| <b>Kitchen</b>   | \$75.00/hour   | \$150/hour   |
| <b>Conference Room</b>   | \$15/hour  | \$25/hour  |
| <b>Audio Equipment</b><br>(2 speakers, 2 mics, mix board, Bluetooth) | \$150 <u>per day</u> ; includes set up and breakdown | \$150 <u>per day</u> ; includes set up and breakdown |
| <b>Consecutive Day Rental</b><br>(more than one day in a row)        | \$500/day (non-profit)                               | \$750/day  |
| <b>Refundable Security Deposit</b>                                   | \$150  | \$150  |
| <b>Total</b> (# of hours/days x fee + audio)                         | \$ _____   | \$ _____   |

Organization (if any) \_\_\_\_\_ 501(c)3 # (if any) \_\_\_\_\_

Name of Responsible Party \_\_\_\_\_

Contact Phone number: \_\_\_\_\_ Contact E-mail: \_\_\_\_\_

Address \_\_\_\_\_

### Event

Event Title: \_\_\_\_\_

Description/Purpose: \_\_\_\_\_

Expected number of attendees: \_\_\_\_\_ Is there an admission charge? \_\_\_no \_\_\_yes (\$ \_\_\_\_\_)

### Schedule

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

Load-in Time: \_\_\_\_\_ Lock-up/Strike time: \_\_\_\_\_ Event Start Time: \_\_\_\_\_

### Payment

50% Deposit: \$ \_\_\_\_\_ payment type: \_\_\_check \_\_\_online (add 3% processing fee)

Checks may be made out and sent to The Haven:

PO Box 273 Charlottesville, VA 22902

Or dropped off in person at 112 West Market Street, Charlottesville, VA 22902

Signature of Responsible Party (renter): \_\_\_\_\_ Date: \_\_\_\_\_

Haven Representative: \_\_\_\_\_

Questions? [events@thehaven.org](mailto:events@thehaven.org)

## **Appendix A**

The Haven will provide an on-site Event Liaison as point of contact for renter during contracted rental timeframe. They are only to assist with venue needs. See below for full responsibilities.

### **Haven Event Liaison Responsibilities**

#### ***Before renter arrives:***

- Arrive 15 minutes before expected renter load in time
- Check all entryways to ensure they are clean; respectfully communicate to any shelter guests in the sanctuary area that an event is about to begin
- Unlock doors, turn on lights, air
- Check men's, women's, and gender neutral/handicapped bathrooms (2nd floor) to ensure all are stocked with toilet paper, paper towels, and soap; if not, restock items and alert Operations Director via email.

#### ***When renter arrives:***

- Make initial contact with rental point-person
- Clearly identify tables, bathrooms, clean up supplies for renter
- With renter, review the spaces available to event attendees (internal sanctuary, bathrooms) and allotted rental timeframe
- Check ABC license if alcohol is being served or consumed
- Remain on-site and available to field questions from renter and communicate with guests that there is an event in the sanctuary as needed
- Monitor to make sure all guidelines laid out in rental contract are being followed
- Provide 30-minute warning before the end of contracted rental timeframe

#### ***After renter exits:***

- After group has exited, examine the sanctuary, bathrooms, and any office areas used as greenrooms for any trash or spills, and damages to floors, walls, stage, pews. Take photos and email to Event Coordinator.
- Lock all doors, turn off all lights, return HVAC to vacant settings.