

HANOVER-COLD HARBOR RURITAN PARK

Mechanicsville, Virginia

2026 RENTAL REQUEST / AGREEMENT

EVENT INFORMATION

Organization (Responsible Party)

Authorized Representative

Address

Email

Telephone

Reservation Date

Time of Use

Note: No event may extend past 11:00 P.M. per Hanover County use permit.

Purpose of Event

Number of Guests

Band / Entertainment (Y / N)

Port-a-Jons Needed

Wash Stations Needed

Agreed Price

CONDITIONS

The undersigned agrees to Park rental policies and also agrees to abide by all Hanover County and State of Virginia requirements, and will obtain all required permits and licenses. This includes but is not limited to the Health Department, ABC Board, Sheriff's Department, and Planning Office.

The undersigned agrees to repair at their expense any damage done to the Park and will return it to its pre-use condition. A Park Committee member will inspect the Park immediately before setup and immediately after takedown. We recommend you use the same representative each time, make these same inspections, and communicate with the Park representative.

The undersigned agrees to provide a **\$200 deposit**, which is normally returned when the Park is properly cleaned and repaired. In the event the deposit will not cover clean-up and repair, it will be retained and the balance of the cost billed to the renter. The Park will be cleared of all trash and debris within 24 hours from the conclusion of the event.

INSURANCE REQUIREMENT

The undersigned agrees to obtain a General Liability policy for the event with a minimum of **\$1,000,000** (combined single limit or equivalent with no deductible). The certificate must list Hanover and Cold Harbor Ruritan Clubs as additional insured. If the certificate is not received by the Park Committee by the required deadline, the event is terminated. Approval is automatically withdrawn upon termination.

HOLD HARMLESS

The undersigned hereby agrees for and on behalf of the Organization, its members and guests, to release and hold harmless the Hanover and Cold Harbor Ruritan Clubs from all claims, demands, damages, costs, expenses, and compensation of any nature whatsoever which Hanover or Cold Harbor Ruritan Clubs may have as a result of the event. In addition, the undersigned agrees to take all necessary and appropriate actions and measures for the safe and proper use of the Park and the conduct of the function.

RESTRICTED USE CLAUSE — POLITICAL AND CONTROVERSIAL EVENTS

Use of Premises Restrictions. The Tenant/Licensee/Occupant (the “User”) expressly agrees that the Premises shall not be used for any political, partisan, or advocacy-related events, including but not limited to rallies, demonstrations, campaign activities, fundraising events, or meetings intended to promote or oppose political candidates, parties, legislation, or social movements.

The User further agrees that the Premises shall not be used for any event, activity, or gathering that, in the sole discretion of the Owner/Landlord, is reasonably likely to:

- Generate controversy or public protest;
- Involve divisive social, cultural, or ideological issues;
- Create reputational risk or adverse publicity for the Owner/Landlord; or
- Disrupt the peaceful enjoyment of the Premises or surrounding properties.

Owner's Right to Deny Use. The Owner/Landlord reserves the absolute right to deny, cancel, or terminate any proposed or ongoing use of the Premises that violates or is reasonably suspected to violate this restriction, without liability to the User. Any violation of this clause shall constitute a material breach of the agreement and may result in immediate termination of the User's rights to occupy or use the Premises.

Indemnification. The User shall indemnify, defend, and hold harmless the Owner/Landlord from and against any claims, damages, losses, liabilities, costs, or expenses (including reasonable attorneys' fees) arising out of or related to the User's violation of this Restricted Use Clause.

PROPERTY RENTAL POLICIES

1. Deposit

A \$200 deposit is required to ensure the property is cleaned and the land is returned to its pre-used condition. The deposit will be refunded pending the prompt completion of clean-up and no damages.

2. Rental Fee

Rental fees must be paid in full two weeks prior to the event.

3. Injury or Death

The renter is responsible for injury to persons or damage to property that occurs during or as a result of their use. Renter agrees to obtain a General Liability policy for the event with a minimum of \$1,000,000 (combined single limit or equivalent with no deductible). Certificate must list Hanover and Cold Harbor Clubs as additional insured. If the certificate is not received one week prior to event, the approval to use the Park WILL BE REVOKED AND EVENT WILL BE CANCELLED.

4. Alcoholic Beverages

The use of alcoholic beverages shall be in strict compliance with the ABC laws of the State of Virginia and Hanover County.

5. Hours of Use

As required by the Hanover County use permit for the property, no event will be allowed after 11:00 P.M.

6. Restrooms

The Park has electricity and water; however, there are no bathroom facilities. See rental schedule for cost of port-a-jons.

7. Traffic / Parking

All traffic must enter and exit the Park on Walnut Grove Road (Route #615) using the primary driveway. Renter will make every effort not to destroy grassy areas. In the event of wet conditions, additional care is requested.

8. Sewage / Waste Water

As of January 1, 2014, Hanover-Cold Harbor Ruritan Park will not allow any dumping of gray water or sewage on the premises. It is the responsibility of the renter to provide such services at the event or not allow it to happen. Failure to comply will result in the loss of the deposit and any additional cost incurred to remove the contamination and repair damages to the park.

PROPERTY RENTAL GUIDELINES

- All events will require a clean-up and damage repair fee of \$200 in advance. This fee is fully refundable after the event if the property is left clean, trash removed, and no damage or damage repaired.
- All users MUST rent port-a-jons (2) that are available at the Park before bringing in any additional units that would be required for the event. See schedule below.
- Annual USERS of the Park will be given first scheduling priority for their event if their request is received before February 15th. After this deadline they will compete with all other USERS.
- If a set-up day is required for any event, there will be a charge which is equal to the minimum rate for that day. The Secretary will decide, taking into consideration weather, whether the Park can be rented that day or not, etc.
- The Cold Harbor and the Hanover Clubs have first choice in scheduling events, requesting before February 15th.
- The Park Committee Secretary will handle all requests and confirmations, and the Park Committee will have final approval on USERS of the Park.

- A contact person will be assigned from the Park Committee for each event to handle unlocking the gate, building, port-a-jons, and inspections before and after the event.

PRICING STRUCTURE

The following table is provided for general reference only. Final pricing is at the sole discretion of the host and will be confirmed as part of the booking process.

Guest Count	0–100	100–200	200–400	400–700	700–1,000	1,000–1,500	1,500–2,000
Fri – Sun	\$280	\$420	\$882	\$1,155	\$1,505	\$1,855	\$2,310
Mon – Thu	\$245	\$350	\$672	\$840	\$980	\$1,505	\$1,855
# Port-a-Jons	2	2	4	7	10	15	20
Port-a-Jon Cost	\$290	\$290	\$580	\$1,015	\$1,450	\$2,175	\$2,900
Total (Weekend)	\$570	\$710	\$1,462	\$2,170	\$2,955	\$4,030	\$5,210
Total (Weekday)	\$535	\$640	\$1,252	\$1,855	\$2,430	\$3,680	\$4,755

Standard unit pricing for hand washing stations (optional): **\$160 per unit**

**Final pricing will be negotiated with the renter.*

RULES, REGULATIONS, AND CLEANING INSTRUCTIONS

The following requirements apply to each event. Failure to comply may result in forfeiture of the deposit.

Land

- No vehicles under the pavilion.
- Maintain low vehicle speed in turf areas to avoid damage.
- Remove all trash, including along driveway, out to the entrance.
- Toilets policed to remove all debris: cups, cans, etc.

Building

- Trash cans emptied and stored upside down.
- Tables straightened, lined up, and set up if they fold.
- Concrete floors swept and/or washed if needed.
- All decorations etc. removed.
- No staples to be used on tables.
- All tape removed for decorations, table clothes, etc.

Kitchen (If Used)

- No perishables left in refrigerators.
- Clean kitchen floor: sweep and wash as needed.
- Clean and wash sinks.
- Lights off.
- Hot water heater off (make sure Hot Water Heater is off before turning well pump off at breaker box).
- Turn water off after HWH.
- Small window is shut and locked.

- All supplies brought to event are removed.

Please help us keep the land, building, and kitchen clean and ready for the next event.

Thank you in advance for your care while using the Park.

SIGNATURES

Hanover-Cold Harbor Representative

Date

Renter / Authorized Representative

Date

Make checks payable to: **Hanover-Cold Harbor Ruritan Park**