

# Old Town Hall Permit Modification Form

PERMIT # \_\_\_\_\_ EVENT NAME: \_\_\_\_\_ DATE (of event): \_\_\_\_\_

## MODIFICATION TO RESERVATION:

\_\_\_\_\_ CHANGE MY DATE to: \_\_\_\_\_

\_\_\_\_\_ ADJUST THE HOURS the following SPACE/s: \_\_\_\_\_ FROM: \_\_\_\_\_ TO: \_\_\_\_\_

\_\_\_\_\_ ADD the following SPACE/s: \_\_\_\_\_ FROM: \_\_\_\_\_ TO: \_\_\_\_\_

\_\_\_\_\_ CANCEL MY PERMIT: *Initials* \_\_\_\_\_ (MUST be approved by management)

\_\_\_\_\_ ADD OR REMOVE A LA CARTE: Please mark the number needed for all that apply:

| ADD#                    | REMOVE# | A LA CARTE EQUIPMENT                          | #Available | COST      |
|-------------------------|---------|---|------------|-----------|
|                         |         | Restored 1922 Baby Grand Piano Tuned          | 1          | \$280     |
|                         |         | Restored 1922 Baby Grand Piano without Tuning | 1          | \$75      |
|                         |         | 50" Flat Screen Monitor                       | 1          | \$50      |
|                         |         | Portable Projector                            | 1          | \$25      |
|                         |         | Portable Projection Screen                    | 1          | \$25      |
|                         |         | Handheld Microphone (Main Hall Only)          | 4          | \$25      |
|                         |         | Lapel Microphone (Main Hall Only)             | 4          | \$25      |
|                         |         | Audio Jack Socket                             | 1          | \$50      |
|                         |         | Decorative Easel                              | 1          | \$10 each |
|                         |         | Early Drop Off                                | 1          | \$50      |
|                         |         | Late Pickup/Storage                           | 1          | \$50      |
|                         |         | Alcohol Charge                                | 1          | \$150     |
|                         |         |   |            |           |
| TOTAL CHARGES or REFUND |         |   | \$         |           |

The applicant will use the premises exclusively for the use stipulated above, and will assume complete responsibility for all activities connected to the use of the venue. The applicant will comply fully with all federal, state, and local laws and regulations governing the premises and conduct of the lessee and its guests. Applicant is responsible for all injuries to guests. Upon evaluation of the nature of the rental, the City may require the User to furnish a "Certificate of Insurance for Public Liability Insurance" in the limit of \$500,000. [VRSA Tulip Program](#)

## COURT ENFORCEMENT

The applicant will save the City of Fairfax, the lessor and the City of Fairfax's lessor's officers, employees, and agents completely harmless on any and all claims whatsoever arising out of the use of the Old Town Hall including any liability of death, personal injury or property damage, whether injured by the lessor, lessee (or member if lessee is an organization or group) or by any and all third parties.

I have read this agreement and agree to abide by their terms.

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**RESERVATIONS WILL NOT BE PROCESSED UNTIL ALL SIX PAGES OF THE CONTRACT ARE SUBMITTED AS WELL AS A COPY OF THE APPLICANT'S ID. RESERVATIONS WILL NOT BE CONSIDERED FINALIZED UNTIL THE SECURITY DEPOSIT/APPROPRIATE PAYMENT IS MADE AND A RECEIPT AND PERMIT ARE ISSUED.**