

# HISTORIC BLENHEIM INTERPRETIVE CENTER

**3610 BLENHEIM BOULEVARD  
FAIRFAX, VA 22030**



**CONTACT US:**

**703-385-7858**

**RENTALVENUES@FAIRFAXVA.GOV**

**RENTALSINFAIRFAX.COM**



HISTORIC BLENHEIM INTERPRETIVE CENTER

## Security Deposits, Customer Rates, and Capacities

Space	Security Deposit	Monday – Thursday Rate	Friday & Sunday Rate	Saturday Rate	Banquet Style Capacity (Wall-to-Wall with Tables and Chairs)	Theater Style Capacity (Chairs Only)
Entire Property – Includes Indoor Package, Outdoor Package and Kitchenette	\$900	\$540 minimum includes 3 hours *\$180 per additional hour	\$810 minimum includes 3 hours *\$270 per additional hour	\$1,080 minimum includes 3 hours *\$360 per additional hour	250	250
Indoor Package – Includes Multipurpose Room and Atrium/Lobby	\$650	\$225 minimum includes 3 hours *\$75 per additional hour	\$330 minimum includes 3 hours *\$110 per additional hour	\$435 minimum includes 3 hours *\$145 per additional hour	80	90
Outdoor Package – Includes Lawn Area, Pergola, and Porch/Deck <b>(No DJs, Bands, or Amplified Music/Sound)</b>	\$650	\$330 minimum includes 3 hours *\$110 per additional hour	\$480 minimum includes 3 hours *\$160 per additional hour	\$645 minimum includes 3 hours *\$215 per additional hour	250	250
Lawn Area <b>(No DJs, Bands, or Amplified Music/Sound)</b>	N/A	\$165 minimum includes 3 hours *\$55 per additional hour	\$240 minimum includes 3 hours *\$80 per additional hour	\$315 minimum includes 3 hours *\$105 per additional hour	250	250
Pergola <b>(No DJs, Bands, or Amplified Music/Sound)</b>	N/A	\$30 minimum includes 1 hour *\$30 per additional hour	\$45 minimum includes 1 hour *\$45 per additional hour	\$55 minimum includes 1 hour *\$55 per additional hour	100	100
Porch/Deck <b>(No DJs, Bands, or Amplified Music/Sound)</b>	N/A	\$30 minimum includes 1 hour *\$30 per additional hour	\$45 minimum includes 1 hour *\$45 per additional hour	\$55 minimum includes 1 hour *\$55 per additional hour	110	110
Kitchenette	N/A	\$50 (one-time charge)	\$50 (one-time charge)	\$50 (one-time charge)	5	5

\*Security Deposit is due at time of reservation and must be paid with a major credit card/debit card (Amex, Mastercard, Discover, Visa). The remaining balance may be paid by credit card/debit card, cash, or check. *\*See procedures and restrictions 'Security Deposit'.*

\*Full cost is due 60 days prior to your event. If you are reserving within 60 days of your event, the full fee and security deposit will be due at the time of reservation.

\*Business/Non-Profit Rates are \$50/hr for Multipurpose Room only. Monday-Thursday and Friday before 3p. Alcohol is not permitted for this rate. Businesses must provide a copy of their business license. Non-profits must provide evidence of their non-profit status.

## Hours and Discounts

Rental Hours	Time
Tuesday-Thursday	3:30pm-10pm
Friday-Saturday	3:30pm-12am
Sunday-Monday	7am-10pm

Public Hours	Time
Tuesday-Saturday	11am-3:30pm
Sunday-Monday	Closed
Sunday/Govt Holidays	Closed

*\* Rentals may begin at 7:00 a.m. Monday-Friday for business or non profit functions only and depending on room availability.*

**City Resident and City Business Discount** – Receive a 10% discount off the hourly rental of the Entire Property, Indoor Package, Outdoor Package, and/or Lawn Area (discount only applicable when paying standard customer rate). *\*See procedures and restrictions (City Resident and City Business)*

**Seasonal Discount** - Rentals of the Entire Property, Indoor Package, or Outdoor Package on Fridays, Saturdays, or Sundays in January and February will receive a 10% discount off the hourly rental rate. Customer rate only.

## Applicant Info

Please complete the below box in its entirety

Applicant's Name:		Email:		Phone #:	
Address (Street, State, Zip):					
<b>In addition to the applicant, we require someone who will be authorized to make changes or additions to the contract. (Must be 25+) At least one person and their contact info must be listed below. Either the applicant or this authorized person MUST be able to perform a walkthrough and sign the event report after the event has ended. <i>*See Procedures and Restrictions (Authorization)</i></b>					
Name:		Phone:		Email:	
Type of Event:	Date of Use:		Please list the maximum number of people that will be in attendance at <u>any one time</u> . (Events ending past 10pm and more than 200 guests will have a \$150 charge for security presence. <i>*See procedures and restrictions (Fire Code) (Police):</i>		
<b>*Reservation requests must be made at LEAST six weeks prior to the event date. Applicants must include any time they may need to setup or cleanup in their reservation hours. Applicants and their guests/vendors will not be granted access to rented areas until the start time on the contract. Vendors may include caterers, event planners, photographers, etc. Extending the reserved hours will only be permitted 1) if the space is available and 2) if the request is made at LEAST six weeks prior to the event date. NO EXCEPTIONS! <b>APPLICANT'S INITIALS:</b></b>					

## Space Selection

**Please mark which space(s) you would like to reserve along with the time frame.**

<u>Entire Property</u>	From: AM or PM	To: AM or PM
<u>Indoor Package</u>	From: AM or PM	To: AM or PM
<u>Outdoor Package</u> <b>(NO DJs, Bands or Amplified Music/Sound)</b>	From: AM or PM	To: AM or PM
<u>Lawn Area</u> <b>(NO DJs, Bands or Amplified Music/Sound)</b>	From: AM or PM	To: AM or PM
<u>Pergola</u> <b>(NO DJs, Bands or Amplified Music/Sound)</b>	From: AM or PM	To: AM or PM
<u>Porch/Deck</u> <b>(NO DJs, Bands or Amplified Music/Sound)</b>	From: AM or PM	To: AM or PM
<u>Kitchenette</u> <i>*See procedures and restrictions (Kitchenette)</i>	From: AM or PM	To: AM or PM
<u>Multipurpose Room</u> (Business/Non-Profit Rate Only)	From: AM or PM	To: AM or PM

Additional Rental Information Needed: Please mark YES or NO for each question.	YES	NO
1) Will the event be open to the public (a private event requires a guest list and/or invitations)?		
2) Is there a cost to attend the event, a cash bar, OR are donations suggested?		
3) Will alcohol be served? (\$150 charge)? <i>*See procedures and restrictions <u>Alcohol</u></i>		
4) Will food be served or will the event be catered?		
5) What is the contact info for the caterer (name, phone, number, e-mail address)?		
6) Will the event be advertised or marketed, including social media outlets? (If so, all such advertisements or marketing materials must be shared with the Parks and Recreation operations staff)		
7) Will there be live entertainment? <i>*See procedures and restrictions under <u>DJ's, Bands, and Amplified Music.</u></i>		
8) If there is live entertainment, please indicate what it is.		
9) Will any outdoor cooking equipment be used (i.e. grills, smoker, etc.) <i>*See procedures and restrictions under <u>Outdoor Cooking Equipment.</u></i>		
10) Will you have a food truck on site? <i>*See procedures and restrictions under <u>Outdoor Cooking Equipment.</u></i>		
11) If you will have a food truck, what is the name and contact info of the owner of the truck?		
12) Will a moon bounce be set up? <i>*See procedures and restrictions under <u>Moon Bounces.</u></i>		

**If you answered YES to any of the above, please review the restrictions below**

Even if alcohol is not being served, if you answered yes to numbers 1 AND 2, then you will need to apply for a business license from the City of Fairfax: <a href="http://www.fairfaxva.gov/government/commissioner-of-the-revenue/business-license-tax">http://www.fairfaxva.gov/government/commissioner-of-the-revenue/business-license-tax</a>
If alcohol will be served and/or if your event will be open to the public, then you will need to obtain an insurance policy in the limit of \$1,000,000 with the City of Fairfax listed as additionally insured. <a href="#">Home - GatherGuard@ Special Event Insurance</a>
If alcohol will be served, then you will need to obtain a banquet license from the State of Virginia. <a href="#">Licenses</a>
If the event is open to the public AND the event will have food served or catered, then you must obtain a health permit from Fairfax County (home cooked food is not permitted) <a href="#">Health Permits for Temporary Food Establishments   Health (fairfaxcounty.gov)</a> <a href="#">Health Permit Application Guide</a>
Food trucks must provide us with a copy of their permit or certificate issued from the City of Fairfax Fire Marshal's Office authorizing their use in the City of Fairfax. If they do not already have one, they will need to obtain one from the Office of Code Administration <a href="mailto:codeadministration@fairfaxva.gov">codeadministration@fairfaxva.gov</a>
The City will not permit the following events to take place: <ol style="list-style-type: none"> <li>1. Non-City residents hosting events open to the public unless they are classified as a non-profit, business, or government entity.</li> <li>2. Rentals that are open to the public with live entertainment and require a fee (i.e. cover charges, pre-sale tickets)</li> </ol>

Please indicate if you are renting a tent	YES	NO
1) Will you erect a tent? <i>*See procedures and restrictions 'Pergola/Civic Green, Tent'</i>		
2) Will you need time the morning of and the morning after for the setup and breakdown of the tent (\$200 charge) <i>*See procedures and restrictions 'Tents'</i>		
3) Will your tent be 900 square feet or larger?		
4) If renting a tent, please list the company and contact number:		

**If you answered YES to any of the above, please review the restrictions below**

If you are erecting a tent AND you answered yes to number 3 then you will need to apply for a tent permit from the City of Fairfax's fire department (application may be faxed to 703-385-9265 or submitted in person at City Hall): <a href="http://www.fairfaxva.gov/home/showdocument?id=3797">http://www.fairfaxva.gov/home/showdocument?id=3797</a>
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**Tours:** Interpretive Center gallery tours must be requested a minimum of 6 weeks in advance. Tours will be confirmed or declined 6 weeks prior to reservation date. Tours can only be accommodated depending on the availability of the Historic Resources staff. Interpretive Center gallery tours do not include the historic house. Tours cost \$50 per hour per docent. **To schedule a tour during your rental, contact Sean Redmiles at 703-385-2943 or [sean.redmiles@fairfaxva.gov](mailto:sean.redmiles@fairfaxva.gov).**

**To view example diagrams of the space, please visit [Historic Blenheim | City of Fairfax, VA \(fairfaxva.gov\)](#) under the Room Capacities and Floor Plans dropdown box.**

## Equipment Reservation and Payment Information

**PLEASE INDICATE THE AMOUNT THAT IS NEEDED IN THE LEFT HAND COLUMN. IF YOU DO NOT WISH TO USE ANY OF THESE ITEMS/SERVICES, PLEASE CHECK AND INITIAL THE WAIVER AT THE TOP**

<b>Waiver: I do not wish to use any of these items or services:</b>				<b>Initials:</b>			
#	Complimentary Equipment	#Available	Cost	#	A La Carte Equipment	#Available	Cost
	3' Diameter Round Cocktail Tables	4	N/A		70" Sharp HD TV Monitor *See procedures and restrictions 'TV Monitor'	1	\$50
	3' Diameter Round Table (Seats up to 4)	1	N/A		Amplified Podium w/Microphone	1	\$50
	4' Diameter Round Table (Seats up to 6)	1	N/A		Early Drop Off *See procedures and restrictions 'Early Drop Off'	N/A	\$50
	5' Diameter Round Tables (Seats up to 10)	9	N/A		Late Pickup/Storage *See procedures and restrictions 'Late Pickup/Storage'	N/A	\$50
	6' x 2'6" Rectangular Tables (seats 3 on each side, 1 on each end)	11	N/A		Samson Expedition Express Indoor/Outdoor Speaker (BluTooth Compatible)	1	\$50
	Chairs Banquet (blue)	93	N/A				
	Easels	4	N/A				

**IF PAYER IS A DIFFERENT PERSON FROM APPLICANT, THEN PAYER MUST INITIAL THE GREEN BOXES FOR ALL POLICIES ON PAGES 4-6**

<b>Name of Card Holder (Please Print):</b>	<b>Phone Number of Card Holder:</b>
<b>Address of Card Holder (Street, City, State, Zip):</b>	
<b>LAST 4 Digits of Credit Card #:</b> (Please list the last four digits ONLY. We will call to collect the remainder of the card number.)	
<b>Security Code:</b>	<b>Expiration Date:</b>
<b>Email of Card Holder:</b>	<b>Signature of Card Holder</b>

### Policies, Procedures, and Restrictions

**APPLICANT MUST INITIAL AT THE BOTTOM OF PAGES 4-6 INDICATING THAT YOU HAVE READ AND AGREE TO THE TERMS.**

**IF PAYER IS A DIFFERENT PERSON THAN APPLICANT, THEN PAYER MUST ALSO INITIAL AT THE BOTTOM OF PAGES 4-6**

<b>Age:</b> Applicant must submit their government issued photo ID at the time of submittal of the contract. A copy of the ID will then be made and kept on file. <b>Applicant must be at least 25 years of age to rent with the City of Fairfax.</b> Accepted types of ID include Drivers' License, Walker's ID, and Passport.
<b>Alcohol:</b> There is a \$150 charge to serve alcohol during your event. If alcohol will be served, then you will need to obtain an insurance policy in the limit of \$1,000,000 with the City of Fairfax listed as additionally insured. <a href="#">Home - GatherGuard@ Special Event Insurance</a> If alcohol will be served, then you will need to obtain a banquet license from the State of Virginia. <a href="#">Licenses</a>
<b>Art Work:</b> The art work remains up during ALL events.
<b>Cancellations:</b> Cancellation requests must be sent in writing (e-mail is acceptable). 1) If request for cancellation is sent 60+ days prior to the event date, applicant will receive a full refund minus a \$150 processing fee. 2) Full payment is due 60 days prior to the event date. If the request for cancellation is sent between 31 and 59 days prior to the event date, applicant will be refunded the security deposit only. Or, the applicant may choose to switch their date with no penalty. 3) Full payment is due 60 days prior to the event date. If the request for cancellation is sent 30 days or less prior to the event date, applicant will be refunded the security deposit only. Or, the applicant may choose to switch their date for a processing fee of an additional 25% of all rental charges (calculated from the bottom line, not including the security deposit or a la carte items). For any rescheduled events, event must be rescheduled within 12 months of original date. If rescheduled event is cancelled, there will be no refund or ability to reschedule a second time.
<b>City Resident and City Business:</b> City businesses must provide a copy of their business license to be eligible for the reduced rate. To qualify as City Resident 1) Bride, groom, mother, father, or legal guardian of either bride or groom must reside within the City of Fairfax at the time of the signing of the reservation agreement and at the time of the event. 2) Applicant resides within the City of Fairfax at the time of signing the reservation agreement and at the time of the event.
<b>Decorations:</b> No decorations or other items may be tacked, taped, nailed, or affixed in any way to the walls or any other surface of the building inside or out. No birdseed, rice, glitter, confetti, real flower petals on the floors, silly string, sparklers/fireworks, etc., may be used inside or outside of the building. No bubbles are allowed inside the building. No fog machines of any sort or dry ice machines allowed inside the building. Balloons are not to be allowed to float to the ceiling. Failure to abide by these regulations will result in partial or full loss of security deposit.
<b>I have read these policies and agree to the terms.</b>
<b>I have read these policies and agree to the terms.</b>
<b>Applicant's Initials:</b>
<b>Payer's Initials:</b>

<b>DJs, Bands, and Amplified Sound:</b> DJs, bands, and amplified sound are permitted indoors ONLY. DJs, bands, and amplified sound are not permitted outside. The only exception would be reserving and paying for the Samson Expedition Express speaker (Bluetooth compatible, must be kept at 50% volume or less). <i>There will be no for-profit events permitted that feature DJs, bands, or live entertainment.</i>	
<b>Doors:</b> Doors leading to the outside may NOT be propped open.	
<b>Early Drop Off:</b> Drop off must be scheduled for the day before the event or the morning of the event (dependent on venue's rental schedule). Drop off must be scheduled with operations management, who you may contact at <a href="mailto:rentalvenues@fairfaxva.gov">rentalvenues@fairfaxva.gov</a> or 703-385-7858, four weeks prior to the reservation date. Drop off items must fit in the Kitchenette with the exception of a vendor delivery. Drop off may not last more than one hour. No setup may be done during drop off.	
<b>Electricity/Utilities:</b> Electricity is provided for outdoor tented events via exterior outlets at Interpretive Center; user must coordinate electrical needs during application process. Outlets are 20 AMPs.	
<b>Equipment:</b> The City of Fairfax's equipment must remain inside (we allow the 3' Round Cocktail Tables to be used outside). Any other tables, chairs, etc. needed for outside must be rented through an independent vendor.	
<b>Failure to Comply:</b> Failure to comply with these policies and conditions will result in immediate termination of the event and forfeiture of fee and security deposit.	
<b>Fire Code:</b> Failure to comply with the fire code capacity for each space will result in immediate termination of the event and forfeiture of fee and security deposit.	
<b>Ground Disturbances:</b> The Blenheim property is archaeologically sensitive. Subsurface ground disturbances (other than tent stakes) are not permitted; tent location will be approved during the application process.	
<b>Holidays:</b> The venues in the City of Fairfax are not available for reservations on New Year's Day, Martin Luther King Day, President's Day, Memorial Day, Juneteenth, Independence Day, Labor Day, the second Saturday in October (Fall Festival), Veteran's Day, Thanksgiving Day, the day after Thanksgiving, Christmas Eve and Christmas Day. The venues will be available to rent on New Year's Eve until as late as 7p (regardless of the day of the week).	
<b>Inclement Weather/Conditions:</b> The City of Fairfax will do everything within its power, within reason, to accommodate events throughout inclement weather and unforeseeable situations. Certain instances may arise in which it is unsafe for City staff to travel to the venue in question to open for the rental. In these instances, applicants will be afforded the opportunity to reschedule their event (subject to availability) or cancel with no penalties rendered.	
<b>Kitchenette:</b> The Kitchenette is equipped with a refrigerator, freezer, microwave, sink, warming oven, and prep space. The Kitchenette is solely for warming and preparing dishes. No cooking is permitted. The Kitchenette may only be reserved in conjunction with the Indoor Package, Outdoor Package, and/or Lawn Area.	
<b>Late Pickup/Storage:</b> Late pickup must be scheduled for the morning after the event. Pickup must be scheduled with operations management, who you may contact at <a href="mailto:rentalvenues@fairfaxva.gov">rentalvenues@fairfaxva.gov</a> or 703-385-7858, one month prior to the reservation date. Pickup items must fit in the Kitchenette with the exception of a vendor delivery. Pickup must be scheduled for a one-hour timeslot between 6:00 a.m. and 10:00 a.m. the morning after the reservation.	
<b>Minimal Rental:</b> All rentals must minimally include either the Indoor Package or the Outdoor Package.	
<b>Modification:</b> City reserves the right to modify procedures, restrictions, and related guidelines as circumstances dictate.	
<b>Moon bounces:</b> Moon bounces are not permitted at Historic Blenheim.	
<b>Open Flames:</b> Any flames rising higher than their container are not permitted. Sparklers and other types of fireworks are not permitted inside or outside the building.	
<b>Outdoor Cooking Equipment:</b> Outdoor cooking equipment (grills, smokers, etc.) must be approved operations management, who you may contact at <a href="mailto:rentalvenues@fairfaxva.gov">rentalvenues@fairfaxva.gov</a> or 703-385-7858. If approved, the equipment must be kept 30 feet away from the building (staff will direct you to the appropriate spot). Equipment owner must list the City of Fairfax as additionally insured on their insurance policy and this policy must be presented to management staff prior to event date. A fire extinguisher must be kept with the cooking equipment at all times. Food trucks must provide us with a copy of their permit or certificate issued from the City of Fairfax Fire Marshal's Office authorizing their use in the City of Fairfax. If they do not already have one, they will need to obtain one from the Office of Code Administration <a href="mailto:codeadministration@fairfaxva.gov">codeadministration@fairfaxva.gov</a>	
<b>Outdoor Rental Spaces:</b> These areas are only chargeable when: 1) Equipment is set up in these areas (tables, chairs, etc.) 2) Decorations are set up in these areas or 3) Food and/or beverage are served in these areas.	
<b>Parking:</b> There are 34 paved parking spots and the capacity for 16 overflow parking spots in the Lawn Area. Parking in fire lanes and double parking are not permitted.	
<b>Permit Modification:</b> Customers must fill out a permit modification form in order to amend permits in any way. All charges are due upon changes if within 60 days of the event date. <a href="#">Blenheim Permit Modification Form</a>	
<b>Personnel:</b> The City will provide staff to monitor the City's building during rentals. Staff will set up tables/chairs prior to the reservation and will break them down after the reservation. Staff will monitor event to ensure policies are being followed. Staff will monitor trash. As the receptacles build up, staff will take the trash out to the dumpster and replace the bags. As City Employees, staff are to be treated with respect. Bullying, threatening or yelling at City Staff can result in termination of the event and loss of fees.	
<b>Rehearsals:</b> A one-hour rehearsal (for weddings only) may be scheduled on a date prior to your reservation (based on availability) any time between the hours of 3:00 p.m. and 5:00 p.m. The space must be used as is and there is a \$100 charge for this use.	
<b>Repeat Renter Discounts:</b> After 3 rentals of Historic Blenheim Monday-Thursday, every additional rental of Historic Blenheim Monday-Thursday after that within a 12-month period receives a 20% discount from the hourly rate (does not include security deposit). After 2 rentals of Historic Blenheim Friday-Sunday, every additional rental of Historic Blenheim Friday-Sunday after that within a 12 month period receives a 20% discount from the hourly rate of the (does not include security deposit). Discount is applicable for customer rate and business/non-profit rate only. Discounts are offered in sequential order (i.e. if customer rents August 4th, August 11th, August 18th, and August 25th, discount would apply to August 25th only). Repeat renter discount cannot be combined with any other discount. Payment is due on the first of each month for that month's reservations (i.e. on June 1st, payment for the month of June is due). Cancellations will be refunded in full unless cancellation is made 7 days or less prior to the reservation date in which case there will be no refund.	
<b>I have read these policies and agree to the terms.</b>	<b>I have read these policies and agree to the terms.</b>
<b>Applicant's Initials:</b>	<b>Payer's Initials:</b>

**Reservations:** Reservations requests must be made at LEAST six weeks prior to event date. NO EXCEPTIONS! Rental requests coming less than six weeks prior to the event date will not be considered unless it is for a memorial service. In this case, we will still need to find staff coverage before we can ensure that we are able accommodate the request. Applications for reservations will be accepted on a first-come, first-served basis. The City reserves the right to cancel reservations if agreement circumstances change or for a reasonable cause. Rentals are taken up to 2 years in advance. The City will not hold spaces until a completed contract and the applicant's ID have been submitted.

**Restroom Facilities:** Historic Blenheim provides ADA compliant restrooms. Renters are responsible for the general cleanliness of this space during their rental.

**Security:** Renters will be required to contract City appointed security for their event if the end time is past 10:00 p.m. and there are 200+ guests. Arrangements will be made through the Parks and Recreation Department and will include a \$150 charge. Renters are not permitted to provide their own security. If a renter would like to request a police presence outside of these parameters, please request on an off duty officer at [Hire an Off-Duty Police Officer City of Fairfax, VA \(fairfaxva.gov\)](#)

**Security Deposit:** Security Deposit is due at the time of reservation and will be reimbursed upon satisfactory completion of the agreement. Security Deposit must be paid with a major credit card/debit card (Amex, Mastercard, Discover, Visa). The remaining balance may be paid by credit card/debit card, cash, or check. Charges for damages, lack of required cleaning, or violation of the agreement, will be deducted from the deposit. Applicants exceeding their reserved time will be charged the applicable hourly rate. Any charges in excess of the deposit will be billed to the applicant or card on file will be charged. The security deposit is refunded to the individual/organization that made payment. Credit cards used to pay for the security deposit will be automatically charged for full payment 60 days prior to the event unless the applicant specifies that they wish to pay by a different form. The same card used to pay for the deposit will be refunded after the event assuming that there are no damages and all policies are followed.

**Service Animals:** Service Animals as defined by the ADA (<https://adata.org/publication/service-animals-booklet>) are permitted, but Emotional Support Animals and/or Comfort Animals are not permitted.

**Setup & Clean-up:** The diagram of your setup MUST be turned in 5 business days prior to your rental. All A/V and sound requirements must be established at this point also – NO EXCEPTIONS. Last minute additions may not be able to be accommodated. City staff will set up tables and chairs prior to event and will assist in setting up A/V upon arrival. If your event requires a transition in the layout (i.e. switching from ceremony setup to reception setup) one City staff member will be available to help and the normal hourly rate will be charged during this time. Thus, applicant should have multiple people designated to help if they would like the switchover to happen in an efficient/timely manner. Applicant must include any time they may need to set up or clean up in their reservation hours. Applicants and their guests/vendors will not be granted access to rented areas until the start time on the contract. Vendors may include caterers, event planners, photographers, etc. Applicant and/or payer are responsible for communicating ALL policies to their vendors. Applicant and/or payer will be held responsible for the behavior and any damages caused by vendors. Facility management must be informed of the arrival time of the first guest/vendor. Deliveries of rental equipment, cakes, flowers, etc., must be made during the rental period unless Early Drop Off has been paid for and scheduled. Applicant or applicant's caterer will be responsible for setup that ensures minimizing the chance of damage to the building, grounds, driveway, and walkways. Protective covering or bar mat must be put on the floor at points where beverages or ice containers are located. All liquids and/or ice must be contained in watertight containers (not trash bags). Applicant or applicant's caterer must remove all food, equipment, and property during the reserved hours. All trash and decorations must be cleaned up and placed in designated trash receptacles. The City will provide trash receptacles and bags. Building must be left in same condition it was found in (including hallways, restrooms, and Kitchenette). Rentals hours occurring between the times of 11:00 p.m. – 12:00 a.m. may be used for cleanup only. Event must end by 11:00 p.m. All guests must vacate by the end of the reserved hours. **Any unused time within the reserved hours will not be refunded.**

**Smoking:** Smoking is not permitted inside the building. Smoking is permitted outside the building, but smokers must be at least 25' from public entrance doors. Smokers must use ash urns provided on site.

**Tents:** If you are erecting a tent, taking it down, and removing it within your reserved hours, there is no tent charge. If you need time the morning of and the morning after for the setup and breakdown of tent, there is a \$200 tent charge. Applicants will be assigned a 3.5 hour timeframe to erect their tent the morning of their event. The timeframe will be either 6:30 a.m. – 10:00 a.m. or 11:30 a.m. – 3:00 p.m. (based on venue's schedule). Applicants will also be assigned a 3.5-hour timeframe to break down their tent the morning after their event. The timeframe will be either 6:30 a.m. – 10:00 a.m. or 11:30 a.m. – 3:00 p.m. (based on venue's schedule). Timeframes will be assigned as soon as permit is processed. To view an aerial view of potential tent locations, please visit [Aerial Tent View](#).

**TV Monitor:** The TV monitor is HDMI compatible. Applicant must provide a converter if device does not have an HDMI output. We always suggest scheduling a dry run the week before the event if possible.

**Violation of Law:** Violation of any laws prevailing in the City of Fairfax by any person while in attendance will be sufficient grounds for termination of the event, with forfeiture of fee and security deposit.

**I have read these policies and agree to the terms.**  
**Applicant's Initials:** \_\_\_\_\_ **I have read these policies and agree to the terms.**  
**Payer's Initials:** \_\_\_\_\_

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 center. 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 \$1,000,000. [Home - GatherGuard® Special Event Insurance](#)

**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 Historic Blenheim 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 the 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.**

How did you find out about us?

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