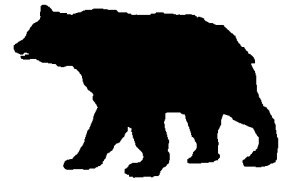


Bear Creek Lake State Park

22 Bear Creek Lake Road, Cumberland, VA 230404
Office (804)492-4410, Email: bearcreeklake@dcr.virginia.gov



Name: _____

Bear Creek Hall Meeting Facility

Rental Terms of Agreement

1. Rental of the facility will not be allowed if the event is deemed offensive, vulgar, or inappropriate for a park setting by park management.
2. The Bear Creek Hall is a non-smoking facility. Smoking is not allowed anywhere in the building. There are cigarette urns located at the exterior door of the patio and main entrance of the meeting facility for your convenience.
3. No candles or open flames will be permitted for events inside the building.
4. Damage to or theft of park property, equipment, or facility is the responsibility of the group representative. Costs associated with any repair or replacement will be charged to the group representative.
5. Decorations are permitted, but may not be attached to any painted or stained surface. Decorations may not damage the facility in any way. All decorations must be removed at the conclusion of the event. Renters will be responsible for damages or any excess cleaning required after the event.
6. Paint, glue, glitter, or confetti may not be used in any application while using the meeting facility. The use of these items will result in an additional clean-up charge.
7. Public use of alcoholic beverages is prohibited in Virginia State Parks. However, organized distribution of alcoholic beverages are allowed if the appropriate ABC banquet license is obtained. It is the responsibility of the renter to obtain the license through the regional ABC office (1-804-213-4400) or online at: www.abc.virginia.gov. **No banquet license, no alcoholic beverages.** The license shall be posted at all times while the event is being held.
8. **Alcohol may not be taken outside of the meeting room or off the patio and is not allowed in the parking lot.** It is the responsibility of the group representative to monitor all alcohol consumption by group participants and the group representative will be held accountable for any liabilities associated with the serving of alcoholic beverages. Any violation of these rules will result in the cancellation of the event and loss of all payments.
9. **Beer served from kegs must be served out of the catering kitchen area. It is not allowed to be served inside of the meeting room on the carpet.**
10. Do not remove any tables, chairs, or other equipment from the meeting room without approval from park staff. Furniture left outside- and subsequently damaged or warped- will be replaced at full value and charged to the group representative.
11. Report all defective items, utilities, and equipment to park staff immediately.
12. Release of balloons, birds, insects or any other wildlife is not allowed.
13. Birdseed is to be thrown (outside only) in lieu of rice during a wedding ceremony, due to potential hazards to wildlife. No release of balloons is allowed.

14. Any installation of tents, coverings, etc. on the patio must be approved in advance by park staff. Damages will be the responsibility of the group representative. If a tent rental company is used we will need the certificate of insurance for the company.
15. Music set-up is not allowed on the patio. Acoustic music is preferred but DJ's are allowed inside Bear Creek Hall. Check with park staff for documents required for the DJ to set up on park property. Park management, at their discretion, may require volumes to be adjusted. Sound should not be heard by overnight guests.
16. Grills of any type are not permitted inside of the facility. They are permitted on the grass area just off the patio. Please see staff for specific location.
17. There will be no setting up the day or night before your reserved date. All personal items must be removed on the same day/last day of your rental by 10:00 pm. The earliest you may start using the facility is 8:00 am and the facility closes at 10:00 pm.
18. There is no storage available at the facility, other than refrigeration for food and beverages.
19. The parking lot is not to be used for any purpose other than parking. If you wish to use the lot for displaying items or for any other reason, a Special Use Permit Application must be completed and returned to the park's main office (there is a \$25.00 charge for the application and approval may take up to 30 days).
20. Any hot items (chafing warmers) that may warp out tables are not allowed. Please place a cutting board or heat resistant pad on the table under the warmer.
21. Ironing of tablecloths, napkins, clothes, etc. is not allowed on the tables.
22. Excessive decoration of vehicles in relation to a wedding ceremony is prohibited. Renter will be responsible for any removal and/or fines associated with littering of park facilities.
23. Parking fees are not required when renting Bear Creek Hall. Due to parking constraints no more than 25 cars allowed. Guests and visitors utilizing this facility must identify themselves as such at the park contact station or they will be charged a parking fee. Refunds will not be given to visitors failing to identify themselves upon entry. The fee for commercial providers (i.e. caterers) is \$10.00 per vehicle.
24. The Shelter in Acorn campground loop is not available for group use. This facility serves as the parks outside programming center.
25. Those who rent the facility will be expected to maintain the facilities cleanliness. The park staff will only remove trash from the trashcans when necessary to do so during the event. At the conclusion of the event, an excessive cleaning fee of **\$200.00** will be charged to the renter of the facility in the event that the facility is deemed to be excessively dirty or will require professional cleaning attention (Example: steam cleaning of carpet).
26. The 20 x 40 tent is included with the hall rental from Memorial Day weekend through October 31.
27. From November 1 up until Memorial Day weekend the cost for the tent is \$360 plus sales tax. The tent is not set up during this time frame. From November 1 up until Memorial Day weekend renters must coordinate the set up of the tent with park staff at least 30 days in advance.

This Rental Terms of Agreement shall be deemed to be an acceptance and agreement by you, and on behalf of all other persons using this facility, to be bound by all terms and conditions listed above.

Signature: _____ Date: _____

Print Name: _____

For Park Use Only

Reservation #: _____ Date of Rental: _____ Certificate of Insurance: _____

