



# UNION TRAIN STATION RENTAL AGREEMENT AND CONTRACT



### Renter's Information:

Renter Name: \_\_\_\_\_,

Renter Address: \_\_\_\_\_,

Renter Phone: \_\_\_\_\_ Renter Email: \_\_\_\_\_.

Agreement made on \_\_\_\_\_, 20\_\_, by and between the City of Petersburg and \_\_\_\_\_, referred to as "Renter". Renter agrees to hire and the City of Petersburg agrees to make available the use of the Union Train Station located at 103 River Street, Petersburg Virginia 23803 with the following terms and conditions.

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

Type of Event: \_\_\_\_\_

Set-up start time: \_\_\_\_\_ Event start time: \_\_\_\_\_ Event end time: \_\_\_\_\_ Clean-Up: \_\_\_\_\_

Total Hours: \_\_\_\_\_ Number expected in attendance: \_\_\_\_\_

### Please Check All Applicable:

**Entertainment:** Yes \_\_\_\_\_ No \_\_\_\_\_

(Please give a brief overview and Name of Company providing Entertainment)

\_\_\_\_\_  
\_\_\_\_\_

**Alcohol:** Yes \_\_\_\_\_ No \_\_\_\_\_

(Copy of ABC License is required at least 1 month prior to event) please contact the Virginia ABC Board to obtain a permit) visit: [www.abc.virginia.gov](http://www.abc.virginia.gov)

**Catering:** Yes \_\_\_\_\_ No \_\_\_\_\_

Caterer's Name: \_\_\_\_\_

Address: \_\_\_\_\_

The Union Train Station is a **6,800 square feet space with seating for 169**, accommodates 175 comfortably. Due to the historic designation and extensive restoration of the station, restrictions are applied and enforced, to ensure the preservation and protection of the station. All events and hours of operations will be handled case by case bases.

- 1-A signed contract and date-hold deposit of \$150.00 is due the day of booking.
- 2-The balance of your rental fee is due forty-five (45) days prior to your event.
- 3-A copy of your event Liability Insurance (see Liability section on page 2) is due no later than thirty (30) days prior to your event.

**Cancellation:**

Deposit is non-refundable. No refunds of the space rental fees thereafter will be refunded if canceled thirty (30) days prior to an event, as your agreement to rent the Union Train Station may cause the loss of additional bookings or business. Cancellations must be received in writing. If circumstances beyond the control of the City of Petersburg for us to cancel your reservation, the City of Petersburg will refund all sums paid. If full payment is not received 45 days prior to your event, the City of Petersburg reserves the right to cancel your reservation without a deposit refund.

**Rental Rates (per day):**

An additional \$250.00 clean up fee is optional for some events.

a. The total cost for the use of the Union Train Station is \$725.00 and is limited to a five-seven hour rental period. All events must end by 11:00 PM. We do not offer partial day rental. The total package includes: \$150.00- Refundable Deposit and \$575.00- Rental Fee

b. For a Saturday and Sunday event, the Union Train Station will be available for set up at 8 AM. For events during the week, a three-hour (3) time period before the scheduled event will be designated for set up.

c. The deposit fee is required when securing the date and is refundable after the event. Once the facility is inspected post event. Expect refund within 30 days after event unless otherwise due to property damage. The \$575.00 rental fee is required forty-five (45) days prior to the event. For your convenience we accept MasterCard and VISA, Business Checks or Money Orders.

**Catering, Cleaning and Equipment Removal:**

The Union Train Station will be in a clean condition prior to your event. Upon additional planning with the Union Train Station, you will need to incorporate your set-up time and clean up time into the rental agreement, you are required to return the space the same way it was found, unless payment for clean up was made. Otherwise, all trash must be collected, properly bagged and removed by the renter or the caterer. No kitchen or cooking facilities are located in the Union Train Station. No cooking or food preparation is permitted in the station. If a caterer is going to be used, the caterer's name, address and phone number must be provided. Caterer must be registered with the Petersburg Health Department and the Commissioner of Revenue's Office for the event. If the food being served is prepared by a caterer that is not licensed and the food is not prepackaged, you must contact the Petersburg Health Department in regards to preparation. All rental equipment must be removed that night unless approved otherwise by the Union Train Station.

**Alcohol:**

If alcoholic beverages are to be served, renter must obtain a banquet license from the Virginia Department of Alcoholic Beverage Control (unless caterer has an ABC license and alcohol will be served under that license). Renter must submit a copy of the ABC license under which alcoholic beverages served to the Office of Special Events at least one month before the scheduled use of the Union Train Station. No alcohol may be consumed in any other area except the designated area of the event, i.e., no alcoholic beverages outside of the Union Train Station.

**Restrictions on Use and Site Decorations:**

No event shall be allowed past 11 PM. The City of Petersburg wants to make every event here a special and welcome experience. Therefore every effort will be made to allow renter to prepare decorations reflection their creative requirements. No nails, screws, staples, or penetrating

items should be used on our walls, brick or fine wood. Any tape or gummed backing materials must be properly removed and in an extreme case of any wall damage, you will be charged. No glitter or confetti is allowed.

**NO CHARGING OF ADMISSIONS OR COLLECTION OF ANY TYPE OF MONETARY COLLECTION: There will be absolutely no charging of admissions or any type of monetary collection at the door. Smoking is prohibited throughout the building.**

**Liability:**

The City of Petersburg is not responsible for any losses (monetary or otherwise) suffered by the renter in preparation for the event. Renter must provide Commercial General Liability Insurance with a combined limit of not less than \$1,000,000 per occurrence and a certificate of insurance evidencing the above naming the City of Petersburg as additional insured. Renter agrees to indemnify, defend, and hold the City of Petersburg and the Union Train Station harmless of and from any liabilities, costs, penalties, expenses, arising out of and/or resulting from the rental and use of the premises, including but not limited to, the personal guarantee of provision, service, and dispensing of payment by client at the Union Train Station. If insurance is not received forty-five (45) days prior, renter will not receive their \$150.00 deposit back. Renter runs the risk of their event being canceled if they do not submit all paperwork in the allotted time frame.

**Conduct:**

Renters are responsible for setting up and cleaning up including the removal of trash within the requested hours. Every applicant who received permission to use the Union Train Station agrees to be held responsible for upholding the terms and conditions associated with the use of the facility, maintaining control over the invited, and being financially accountable for any damage to the facility or equipment. There is absolutely no drug use or smoking of any kind tolerated on premises or within 25 feet of the building including loitering or congregating outside on the sidewalk at anytime during the event. Renter and guests shall use the premises in a considerate manner at all times. Conduct deemed disorderly at the sole discretion of the Union Train Station will result in the denial of future applications and no refund of the rental shall be made.

**Other Conditions:**

No animal or pet is allowed in the facility without prior approval or unless the animal is an aid to a disabled person. Any damage cause by the animal will be the responsibility of the renter. No occupant of the Union Train Station other than any law enforcement or public safety personnel shall have in their possession while on City property, any firearm, gun, weapon, or dangerous device, including an air or gas powered gun, slingshot, bow and arrow, crossbow, dart device, boomerang, paint ball gun, or any other device with high speed missile projection. Fireworks will only be permitted with approval. Please do not drag or slide table across floors at all times. Please note: Rail lines to the immediate north of the Union Train Station are active lines. DO NOT exit through doors on the north side of the Union Train Station. No youth shall be left unattended in this area.

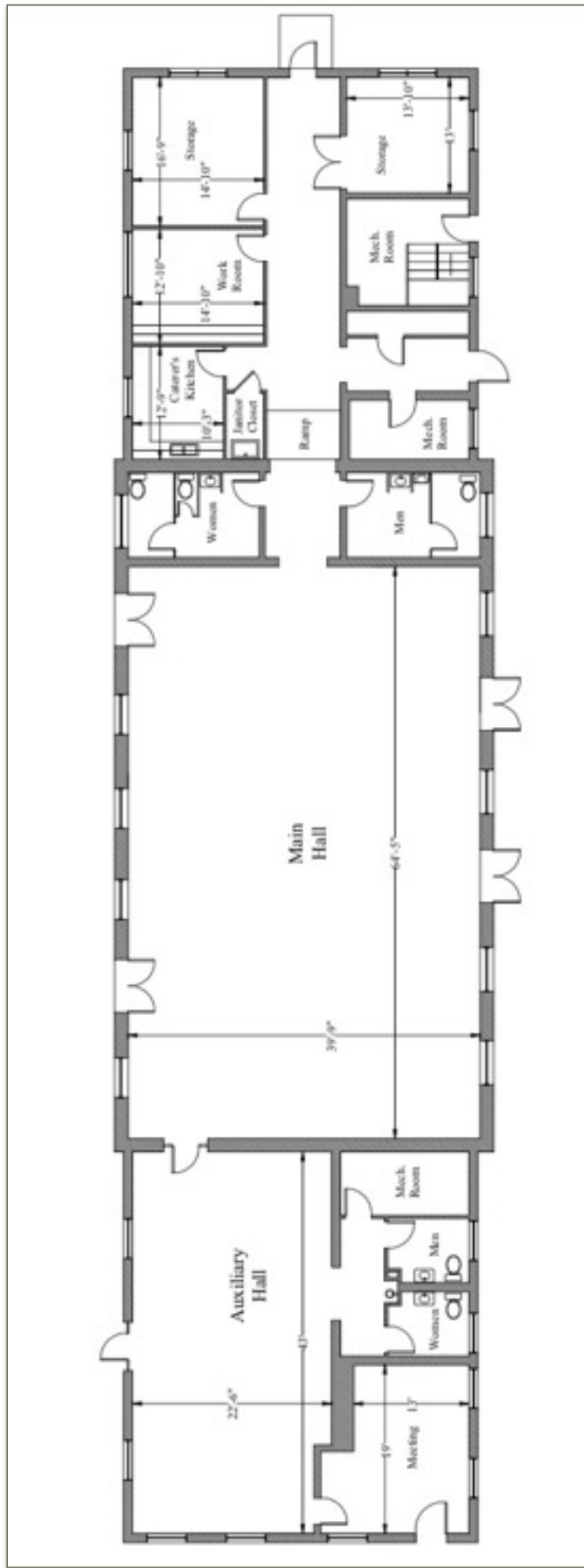
**Print Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Submit a hard copy and all attachments of this Special Event Permit Application along with a copy of your driver's license to:**

City of Petersburg Special Events, Recreation & Volunteerism  
1937 Johnson Road, Petersburg, Virginia 23805  
Phone: (804) 324-4014 or 4015 Email: [tcyerby@petersburg-va.org](mailto:tcyerby@petersburg-va.org)

# Union Train Station Floor Plan



FRONT

