



Polegreen is perfect for group functions, family reunions, picnics, and weddings



For Further Information, contact:

Historic Polegreen Church Foundation
P.O. Box 2111
Mechanicsville, VA 23116
(804) 730-3837

Email: support@historicpolegreen.org

Website: www.historicpolegreen.org



Historic Polegreen Church Foundation

Use of Polegreen site is permissible with the completion of this application and written approval of the Foundation. Any changes in the planned use from that stated in the application will require confirmation of the change and its approval.

APPLICANT

Name: _____
Group Name: _____
Address: _____
City, State, Zip: _____
Phone: (H) _____ Other: _____

RESPONSIBLE PARTY (if same, leave blank)

Name: _____
Address: _____
City, State, Zip: _____
Phone: (H) _____ Other: _____

DATE OF USE: _____

DESCRIPTION OF USE: _____

WEDDING (if applicable): Groom: _____ **Bride:** _____

Time Requested: Rehearsal: _____ Setup: _____ Event Start/End: _____

Is your group a non profit, civic, or educational entity? Yes: _____ No: _____

Are you a member of Polegreen Church Foundation Yes: Member Name: _____ No:

Fees: Facility use: \$500. Includes use of structure, picnic tables, and restroom facility in building.
Other limited use: \$250 **Cleaning and Damage Deposit:** \$250 (all but \$50 is returnable-see below)

All weddings are allotted a one hour rehearsal the day before the ceremony. You must note your request above. Each event is allowed to setup no more than four (4) hours prior to your start time. All times requested must be approved by the Foundation staff.

A 50% deposit of the facility fee must be submitted with this application within seven (7) calendar days of this reservation in order to hold the event date. The deposit is non-refundable. Balance is due thirty (30) days prior to event. If event is booked less than 30 days prior to the event, the entire amount is due at the time of application. If event is cancelled after full payment has been made, you forfeit the \$250 deposit. There are no refunds due to inclement weather. The cleaning and damage deposit is \$250 and separate from the facility fee. It is also due with your reservation deposit. You will be refunded the damage deposit, less \$50 for cleaning service, provided all terms of the agreement are met as outlined below. See full terms below. INITIAL: _____

Make checks payable to: **Historic Polegreen Church Foundation** or charge to:

VISA, MasterCard, Amex, Discover (circle one)

Card#: _____ Exp. Date: _____ 3 digit code: _____

Name (as it appears on card): _____

Signature: _____

Your credit card will be charged within 7 days of making application for the deposit and 30 days prior to the event for the balance due. INITIAL: _____

Submit completed application to: Historic Polegreen Church Foundation, Attention: Facility Use, P.O. Box 2111, Mechanicsville, Virginia 23116.

The undersigned agrees that the applicant and/or responsible person are familiar with, and will assure compliance with, the terms and conditions stated below of the Historic Polegreen Church Foundation.

Applicant signature: _____ Date _____

*****For Foundation Use*****

Approval: _____ Date: _____

Total Amount of Rental: _____ Deposit Received: _____

Check Number: _____ Charge: _____ Final Payment Received: _____

Terms and Conditions

Rules and Conditions for use of Historic Polegreen Church Foundation Site

The following rules and conditions of the Historic Polegreen Church Foundation Site shall apply to all use of the Polegreen Site.

1. All use shall conform to the planned use described in the "Application" and approved by the Foundation.
2. The Polegreen Church is a historical structure. No use shall damage the structure or in any way diminish its historical integrity.
3. The applicant shall be solely responsible for the security of the site, restroom facilities, and grounds during period of use and shall leave the building secured at all times when no one is present and responsible for security.
4. The Foundation shall have no responsibility for any personal property of the applicant on the premises.
5. No nails, tape, tacks, staples, screws, or fasteners shall be used on the interior or exterior walls, doors or floors of the site structure or restrooms. The applicant shall leave the site, restrooms, and grounds as found. In addition, no ladders of any kind may be used to lean into the structure for decoration purposes. An A-frame ladder may be used instead.
6. The applicant should inspect the site, restrooms, and grounds in advance of the proposed use with a member of the Foundation Staff to determine most effective use possible. Appointments can be arranged.
7. Public drunkenness, illegal drug use, and tobacco use will not be tolerated. The host will be responsible for removing any person violating this policy.

8. Noise - The facility may be utilized for events between the hours of 9:00a.m. and 9:00p.m. Due to the neighborhood surroundings of the facility, noise from music or otherwise must be kept at a moderate level at all times out of respect for our neighbors.

9. Departure of the bride and groom may be celebrated; however, no rice, confetti, or birdseed may be used. Live flower petals and bubbles are acceptable.

10. Use of Vendors – The applicant is solely responsible for the hiring of all vendors to accommodate their event. The Foundation uses a preferred caterer (see below) for all of its events. Applicant is welcome to contact preferred vendor for their use. Applicant is responsible for obtaining and displaying all valid permits, including ABC licenses, in accordance with the law and to the satisfaction of the Foundation. Applicant is required to provide the Foundation with the contact information for all vendors contracted for their event. This information shall be supplied no later than 30 days in advance of event.

11. The applicant shall be responsible for removing all decorations and other materials from the property promptly after the completion of the use. The applicant shall also promptly notify Foundation staff if any damage to the property (buildings, yard, and parking area), is done. All trash from an event is to be placed in garbage bags or receptacles and placed at designated location. All décor and trash must be removed from the Foundation premises within 24 hours of the vent. Should the site not be cleaned within the allotted timeframe, the Foundation may remove such at the expense of the Applicant.

12. A member of the Foundation shall be present at the beginning and end of each event for opening and closing procedures. The applicant shall not have keys to the site or restrooms reproduced, and shall return all keys following the use of the property. The building is protected by an alarm system that will be explained when first visiting the site.

13. Cleaning and Damage Policy - The applicant will be notified within 30 days of the event if damages are found due to inspection of the site by the Foundation and/or non-compliance with any terms and conditions listed in this packet of information. All damages in excess of the \$50 cleaning charge will be submitted to applicant in writing. Applicant will receive \$200 of the \$250 damage deposit in return if all conditions are met.

14. Severability – Invalidity or unenforceability of one or more provisions of the Terms and Conditions shall not affect any other provision of this Terms and Conditions.

15. The Foundation makes no representations or warranties concerning the condition of the structure or the grounds and shall not be liable for any injuries, deaths or damages arising out of or in connection with proposed use of the site. The applicant agrees to indemnify and to hold the Foundation, staff, officers, directors, and trustees harmless from any liability arising out of or in connection with the proposed use of the site, restrooms, and grounds.

16. The Foundation reserves the right, in its discretion, to amend or modify these rules and conditions and to impose on any applicant for use of the facility additional rules and conditions specific to the planned use.

Guided Tours Policy

Guided tours of the grounds must be scheduled in advance by calling the Foundation offices or by email. Self-guided tours are free of charge. Guided tour requests are \$5/pp for 1-10 persons or a minimum charge of \$75 for a group of eleven and above. The \$75 fee will allow your group to have a Polegreen Group Membership and future discounts on facility use. All group functions that may impede the general public from full use of the facility must be scheduled under our Facility Use policy. The Foundation grounds are staffed on Tuesdays and Thursdays.

Deleted: ¶

Preferred Vendor:

CATERCORP

Chick Jordan

Phone: (804)749-4000

Fax: (804) 749-3263

Email: info@catercorpatering.com

*If Applicant wishes to use another vendor, Applicant must get prior approval by the Foundation.

Selected Vendor:

Company Name: _____

Service Provided: _____

Contact Person: _____

Phone Number: _____

Selected Vendor:

Company Name: _____

Service Provided: _____

Contact Person: _____

Phone Number: _____

Selected Vendor:

Company Name: _____

Service Provided: _____

Contact Person: _____

Phone Number: _____