



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: _____ Email: _____

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: ___

Fee Structure:

Facility Use (full): \$500 - Includes use of structure, picnic tables, conference room and restroom facility.

Partial Use of Site (no conference room/restroom): \$250 **Conference Room Rental (includes restroom):** \$100

Guided Tour: \$5/pp for 1-10 persons; \$75 flat fee for 11 and above

Cleaning and Damage Deposit: \$250 for full rental; \$125 for partial rental and \$50 for conference room rental

Polegreen Members may take 10% off the rental rates excluding the damage deposits

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 separate from the facility fee. It is also due with your reservation deposit and must be made via check as we hold the check. You will be refunded the damage deposit 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: _____

Cleaning/damage deposits only must be made via check; no credit cards accepted. 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. No beverages are allowed on the conference room table or buffet without proper protection from damage. 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 (building and contents, 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 will be submitted to applicant in writing and payable to the Foundation.

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.

Preferred Vendor:

CATERCORP

Chick Jordan

Phone: (804)749-4000

Fax: (804) 749-3263

Email: info@catercorpatering.com

THE PROP SHOP

Tom Coover

Phone: (804) 228-1100

Fax: (804) 228-1656

Email: tom@propshoppartyrentals.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: _____



Facility Use Cleaning & Open/Close Checklist

- Entry to building:** 1. Unlock conference room with supplied key and DISARM building with code given by punching in code + OFF. Then you may unlock bathrooms. The supply closet will be found unlocked.
- Make sure that all trash is placed in bags and placed in the trash barrels located in the breezeway and onsite; for partial rentals that do not include the building use; you will need to provide bags and may place trash in the receptacle located behind the building
- All decorations and items used must be removed from the site immediately
- Event and parking signage must be picked up and placed in the closet in the conference room or if partial rental – slide under barn doors of building
- Barn-style doors may be found unlocked for your use; as a last item – please lock all 3 locks when you are ready to leave the building
- Place all furniture as you found it in the conference room; the console table and the Bluford portrait may not be moved
- Turn television and DVD player off when finished
- Turn off all lights when you are ready to alarm building
- All cleaning materials can be found under the sink area in conference room. Staff will review location with you on your walkthrough
- No Polegreen items such as coffee, water, napkins, etc may be used. You may use paper towels.
- Bathrooms and conference room must be left in broom swept condition; a broom, vacuum cleaner and swiffer dry mop are available for your use and must be placed back in the closet when finished
- The conference table and console must be wiped down with **OLD ENGLISH** wipes only upon completion of your event. No other cleaner is acceptable.
- The leather mats may be removed or used at your leisure. They may be wiped down with a Clorox wipe.
- The countertops must be wiped down with a Clorox wipe.
- Coffee pot must be emptied and unplugged.
- Carpet should be vacuumed only if it is deemed needed.
- Exiting the building.** 1. Perform cleaning procedures. 2. Lock restrooms. 3. Lock side conference room door if it was opened 4. Turn off all lights. 5. Leave key and this checklist on console. 6. Arm building with CODE + AWAY. You may push the conference room door lock to lock it upon leaving.
- Shut barn doors and lock all 3 locks. Return keys to their lockbox location.

Reviewed by: _____

Foundation Staff/Date

Renter/Date