



The Historic Cape Charles Elementary
A Washington-Rosenwald School

1500 Old Cape Charles Road
P.O. Box 294
Cape Charles, VA 23310
(757) 695-4415
William Weeks, Executive Director
wwEEKS@ccimpactcenter.org

EVENT APPLICATION

All fields with an Asterisk* Must be Completed to be Considered.

Indoor Facility Rental Agreements will be considered on a first-come, first-served basis. Reservations are officially confirmed upon receipt of payment. All rentals are approved at the discretion of the Executive Director.

*Name of Contact/Responsible Party: _____

*Organization: _____ *Phone: _____ *E-Mail: _____

*Address: _____

*Name of Event: _____ *Date of Event: * _____ *Time of Event: _____

*Number of Attendees: _____ *Fee Charged? _____ *Amount of Fee: _____

*Alternative Contact (if so designated): _____

*Alternative Contact Phone: _____ *Email: _____

*Is the organization a Non-Profit 501(c)(3) Yes: _____ If so credentials: _____

*Facility Room(s) Required: _____ *If Using Kitchen: (attach copy of applicable license/permit)

__ Bayside Room __ Seaside Room Certified Licensed Caterer _____

__ Auditorium __ All Interior Room Permit or License # _____

__ Entire Facility __ Commercial Kitchen Certified Licensed Vendor _____

Permit or License # _____

*Will outside vendor(s) be used? _____ *If "YES", Applicant is responsible for their vendor(s)
(Please attach vendor(s) list to this application)

*Will alcohol be served? _____ *If "YES", applicant **must** receive permission from
The Impact Center and **must** obtain a Banquet License through
Virginia ABC www.abc.virginia.gov

RENTAL REQUIREMENTS

- Applicants **must** be **21 years of age or older** at the time of submitting the rental request.
- Applicants **must** be **on-site** for the **entirety** of the rental period.
- Applicants **must** sign and submit the “**Hold Harmless Agreement**” with this application.
- Applicants must sign and submit the “**Conditions of Use**” Agreement with this application
- Applicants’ access to rental space is permitted only within the listed rental times and is limited to room(s) listed on this form.

RENTER CERTIFICATIONS

By signing this application, the applicant certifies the following:

1. Non-Discrimination:

The proposed event will be conducted on a non-discriminatory basis. No person will be denied admission or participation based on race, color, sex, national origin, marital status, age, religion, sexual orientation, political affiliation, or disability.

2. Event Closing and Cleanup Requirements:

For evening events, all cleanup must be completed and the building vacated and secured by 11:00 p.m., unless written approval for extended time has been granted by the Executive Director.

3. Compliance With Regulations:

The applicant understands and agrees to comply with all regulations governing the use of The Impact Center facilities and grounds and accepts full responsibility for ensuring adherence to these requirements.

4. Event Logistic:

- Setup/Teardown Times
- Expected Equipment: (e.g., stages, tents, sound systems, inflatables). Using certain electrical equipment or outdoor structures may require additional local permits.
- Parking/Traffic: For events with "50 or more" "Traffic Control" is recommended.

Compliance & Licensing

1. ABC License Timing: Virginia ABC Banquet Licenses usually require 7–10 days for processing, though 30 days' notice is safer.
2. Certificate of Liability Insurance: A \$1,000,000 minimum coverage is required naming "The Impact Center" as an Additional Insured to use The Impact Center Space. If alcohol is served, “Liquor Liability” must be added to the “General Certificate of Liability”.

PAYMENT TERMS

By signing this application, **applicant certifies** to pay The Impact Center a total of \$ _____ comprising of the following:

| | | |
|-------------------|----------|--|
| Down Payment | \$ _____ | (Included with Application) |
| Security Deposit | \$ _____ | (20% of entire fee due by _____) |
| Cleaning Fee | \$ _____ | (Due no later than 30 days prior to event) Date: _____ |
| Remaining Balance | \$ _____ | (Due no later than 30 days prior to event) Date: _____ |

Entire Payment is required 30 days prior to event date.

The **Security Deposit** will be returned within seven (7) business days after the event if the area is left clean and no damage is reported. Any damage or additional cleaning costs will be deducted from the Security Deposit.

Checks can be hand-delivered or mailed to The Impact Center. A \$50 fee will be charged for returned checks.

Hand-Delivered

The Impact Center
1500 Old Cape Charles Rd.
Cape Charles VA

Mailed

The Impact Center
P. O. Box 294
Cape Charles VA. 2310

Cancellation Policy

Cancellations must be submitted in writing to The Impact Center by the responsible party listed on the Event Application.

Cancellations made 30 days prior to the event date will receive a full refund of all payments made excluding any non-refundable administrative or processing fees, if applicable.

Cancellations made fewer than 30 days prior to the event date will result in forfeiture of the down payment. Any remaining fees paid may be refunded at the discretion of The Impact Center.

Security Deposits will be refunded in full for all cancellations, provided no damages or administrative costs have been incurred.

No refunds will be issued for cancellations made within seven (7) days of the scheduled event.

The Impact Center reserves the right to cancel an event due to unforeseen circumstances, safety concerns, or noncompliance with facility policies. In such cases, renters will receive a full refund or may reschedule the event to a mutually agreeable date.

Force Majeure Statement

Neither party shall be liable for any failure or delay in performing its obligations under this application/agreement where such failure or delay is caused by events beyond its reasonable control, including but not limited to acts of God (such as hurricanes, floods, or earthquakes), fire, war, civil unrest, acts of terrorism, national or local emergencies, pandemics, or government-mandated restrictions or closures.

Upon occurrence of such an event, the affected party shall promptly notify the other in writing. If the event prevents the scheduled use of the facility, any fees and deposits paid by the Renter will be refunded in full, or the event may be rescheduled to a mutually agreeable date without penalty. Neither party shall be responsible for any additional consequential damages or costs (such as caterer fees or travel expenses) incurred by the other party due to such cancellation. Efforts will be made by The Impact Center to reschedule event as soon as possible.

Applicant's Signature: _____

Printed Name: _____

Date: _____

FOR OFFICE USE ONLY

Executive Director: _____

Date Submitted: _____ **Approved Date:** _____

Denied: _____ **Reason:** _____

Security Deposit Date Received: _____ **Cash:** _____ **Check#** _____ **Card #** _____

Rental Payment Date Received: _____ **Cash:** _____ **Check#** _____ **Card #** _____

Rate: **Standard** _____ **Non-Profit** _____ **Partner** _____

Verification of 501 (c)(3) status (if applicable): _____



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CONDITIONS OF USE/RENTAL OF FACILITIES OR GROUNDS

(Please read carefully before submitting your completed application)

To submit an application for your special event, you may call (757) 695-4415 during office hours (Monday–Friday, 8:30 a.m.–4:30 p.m.), email wweeks@ccimpactcenter.org, or pick up an application in person at The Impact Center by appointment, during office hours at 1500 Old Cape Charles Rd., Cape Charles, VA.

The Impact Center reserves the sole right to determine the suitability of all activities and the availability of space. Fees are assessed according to the approved organization’s price list. A deposit will hold your application reservation; however, full payment must be made thirty (30) days prior to event. Unless other arrangements have been made with the Executive Director.

1. Certificates of Liability Insurance are required for all applicant groups of 50 and more with a completed application. No exceptions. A \$1,000,000 Certificate of Liability Insurance minimum coverage amount is required to rent space at the Impact Center. If alcohol is served, a “Liquor Liability” must be added to the General Liability Certificate.
2. The Impact Center reserves the right to interrupt any contracted activity or use of space in the event of an emergency. Should this occur, every effort will be made to provide suitable alternative space on The Impact Center property.
3. The individual or organization reserving The Impact Center facilities is responsible for attendee conduct and for any damage, loss, disappearance, or breakage of property occurring during the rental period.
4. The Impact Center is not responsible for damage to, or loss of personal property brought onto the premises, nor for any injuries that may occur on the property in connection with the event.
5. All food served must be provided by a Licensed Caterer or brought to the site fully prepared. No cooking or food preparation is permitted in the kitchen unless pre-approved by The Impact Center and conducted by a certified food vendor or approved food preparation personnel. Warming trays and Sterno (flammable heat source) are permitted. Battery-operated candles only.
6. Firearms are strictly prohibited on The Impact Center property. The possession, use, or display of any illegal weapons, prohibited devices, or any item designed, modified, or intended to be used as a weapon is not permitted. In addition, the possession, use, distribution, or presence of illegal drugs or controlled substances is strictly prohibited. Smoking or vaping of any substance—including but not limited to cigarettes, cigars, pipes, e-cigarettes, vaporizers, or similar devices—is not permitted anywhere on The Impact Center property, including all indoor spaces, outdoor areas, and parking areas.
7. The Impact Center may refuse or deny any application, or cancel any use agreement without liability, if the proposed activity, in the Center’s reasonable judgment, presents or may present a danger to persons or property, or may violate Federal, State, or Local laws, ordinances, or the terms of the lease with the Town of Cape Charles

8. Organizations/Groups are responsible for clean-up and disposal of trash in proper trash containers located on the property.
9. No individuals, groups, or organizations who rent may sublet their event space/date.
10. The Use of the following items is strictly prohibited within the interior areas of The Impact Center:
 - scotch tape (on walls)
 - masking tape (on walls)
 - push pins (on walls)
 - nails (on walls)
 - thumb tacks (on walls)
 - staples (on walls)
 - fog machines
 - confetti
 - glitter
 - confetti/glitter-filled piñatas and balloons
 - uncooked rice
 - bird seed
11. Equipment & Decorations
 - The use of The Impact Center office equipment and supplies is strictly prohibited.
 - Lit candles may be used on birthday cakes or desserts only. No other open flames of any kind are permitted within The Impact Center facilities except chafing fuel cans (Sterno).
 - Decorations are permitted; however, nothing may be nailed, screwed, stapled, or adhered directly to walls, ceilings, doors, or furnishings. Any permitted wall décor—such as lightweight streamers or ribbons—must be secured exclusively with blue painter’s tape and must be removed immediately following the event without leaving residue or damage.
 - Nothing may be hung from the ceiling, light fixtures, sprinkler heads, exit signs, or security lights.
 - The exit signs, doorways, security lights and fire extinguishers cannot be disconnected or covered in any way.
12. Individuals/Organizations/Groups are responsible for the following:
 - Any special permits required for events (i.e., alcohol, caterer, etc.).
 - Porta potties (2 for every 50 ppl is recommended) if event is to be held outdoors.
 - First Aid Kits
 - Tents, chairs, tables, entertainment equipment (i.e., music, amplifiers, etc.)
 - Set-up and breakdown
 - Disposal of trash

All rules and conditions outlined above must be followed. Failure to comply may result in forfeiture of the security deposit, additional penalties, and/or permanent suspension of an individual or organization from submitting future applications to The Impact Center.

Sign Here: _____ Date: _____



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INDEMNIFICATION/HOLD HARMLESS AGREEMENT

1. Purpose

This Agreement is required for all individuals, groups, and organizations (“Applicant”) using any portion of The Impact Center facilities or grounds. Its purpose is to protect The Impact Center, its staff, volunteers, and partners from liability arising from the Applicant’s event or activities.

2. Assumption of Risk

The Applicant acknowledges that all activities conducted on The Impact Center property are undertaken at their own risk and accepts full responsibility for the safety and conduct of all participants, guests, vendors, and contractors associated with the event.

3. Indemnification & Hold Harmless

The Applicant agrees to **indemnify, defend, and hold harmless** The Impact Center, its officers, directors, employees, volunteers, agents, and partners from all claims, demands, actions, damages, losses, liabilities, costs, or expenses (including attorney’s fees) arising out of or related to:

- The Applicant’s use of the facility
- Actions or omissions of the Applicant, its guests, vendors, or contractors
- Damage to property belonging to The Impact Center or others
- Injury, illness, or harm to any person during or resulting from the event
- Failure to comply with The Impact Center’s policies or staff instructions
- Violation of any federal, state, or local laws

This indemnification applies **whether** the claim is alleged to be caused in part by The Impact Center, except where prohibited by law.

4. Damage Responsibility

The Applicant accepts full financial responsibility for any damage, loss, breakage, or disappearance of The Impact Center property occurring during the rental period.

5. Non-Transferability

This Agreement applies only to the Applicant named below and may not be transferred or assigned.

Acknowledgment & Signatures

By signing below, the Applicant affirms that they have read, understand, and agree to this Agreement and all related policies.

Applicant Signature: _____ **Date:** _____

Printed Name: _____

Organization (if applicable): _____