

FRYING PAN FARM PARK

Visitor Center Rentals

Park Hours:

Dawn to Dusk

Farm Hours:

9am - 5pm

703-437-9101

*2739 West Ox Rd.

Herndon VA, 20171

<http://fairfaxcounty.gov/parks/fryingpanpark/>

GENERAL

Q: Can we use the lobby as part of our rental?

A: You can use the Visitor Center lobby after 5pm if you are renting the auditorium. No bars or buffet tables are permitted in the lobby and exits must remain clear.

Q: Can we use the upstairs balcony?

A: Balcony access is restricted for safety reasons. Requests for balcony access must be made in writing prior to the rental date.

Q: Can I extend the rental past 12 midnight?

A: Rentals must be out of the building by midnight. It is considered trespassing if renters are not out of the parking lot thirty minutes after the end of the rental.

Q: Is the picnic pavilion included with my rental?

A: The picnic pavilion is a separate rental. Contact 703-324-8732 to reserve the pavilion.

Q: How do I get my security deposit back?

A: If you paid by credit card, you will be asked to provide the number when you check out. If you paid by check, your refund will arrive by check. Credit card refunds take approximately one week and check refunds take two to three weeks.

Q: Are there any additional charges I need to be aware of?

A: Checking in early or checking out late will incur additional cost. Please refer to the contract for details.

Q: Can I change my rental hours?

A: After the contract is signed all changes must be made in writing at least ten (10) days prior to the rental date and are dependent on staff availability.

SET UP/TAKE DOWN

Q: Can we set up for our rental prior to our scheduled time?

A: Your set-up and clean-up time must be included in your rental time.

Q: Do we need to sweep and mop the floors at the end of our rental?

A: Staff will mop the floors. Please make sure the floors are cleared of all tables, chairs and decorations. A broom and dust pan will be provided to remove large debris from the floor.

Q: Does the Visitor Center staff help with clean-up at the end of the rental?

A: Staff will give guidance on proper chair and table storage. Renter is responsible for returning tables and chairs to storage and removing trash from the building.

Q: Can we put up decorations?

A: Blue painters tape is provided to hang decorations. Due to the historic nature of the facility, nothing else may be used to attach decorations to the walls.

Q: I have a decorator coming in to set up. Can I have someone else check in for me?

A: Please notify us in writing who is permitted to check in on your behalf. Please check in with staff upon arrival.

Q: Can I rent two separate times in one day?

A: In order to maximize facility usage, a ten (10) hour minimum is required for Saturday and Sunday split requests.

FOOD AND DRINK

Q: Can we grill outside of the building?

A: Barbeque grills are permitted outside of the facility and must be a minimum of fifteen (15) feet from the building.

Q: What is the alcohol policy?

A: Alcohol is not allowed outside of the building. To serve alcohol inside, an Alcohol Beverage Use Application must be completed, paid (\$150), and approved. A Banquet License from VA ABC is also required if: it is a public event, there is a fee to attend/participate, alcohol is being sold, or the alcohol was purchased from a distributor.

Q: Is there a kitchen available?

A: There is a refrigerator and counter space in the classroom. The refrigerator is available for auditorium rentals provided the classroom is not rented to another party.

SAFETY

Q: What is the capacity of each room?

A: The Auditorium will hold 90-110 people at tables and chairs, depending on set-up. The classroom will hold up to 40 people at tables and chairs.

Q: Are candles or sterno permitted at the Visitor Center?

A: Small birthday candles are permitted on a cake, candles are not permitted anywhere else. Sterno is permitted for use with the appropriate equipment.

Q: Is smoking permitted in the Visitor Center?

A: Smoking is **prohibited** inside the Visitor Center and within fifty (50) feet of the building.

EQUIPMENT

Q: Can we borrow a ladder or step-stool for setting up and decorating?

A: Please bring your own ladder or step-stool, this is not included in your rental.

Q: Are tables and chairs included in the rental fee? What size are they?

A: Tables and chairs are provided. Round tables are approximately 48" wide, 29 1/2" tall. Rectangular tables are 72" x 30", 29" tall. Each table will seat approximately 6 people. There is also a limited supply of 4" rectangular tables.

Q: Can our DJ use your equipment?

A: Your DJ must bring and use his own equipment.

Q: Can we control the sound system during our event?

A: Authorized Fairfax County Park Authority personnel are the only ones allowed to operate the sound system.

Q: Can we have a moon bounce at our event?

A: You can bring a moon bounce but it must be set up outside of the building and powered by a generator. Please check with staff for exact location.

Q: Is there internet or Wi-Fi access?

A: The Visitor Center does have Wi-Fi.

ENSURING YOUR EVENT GOES SMOOTHLY

- *Allow at least 3 weeks to get an ABC banquet license, should your event need one.
- *Plan your room layout ahead of time.
- *Bring your caterer and/or decorator to see the room ahead of time to get a realistic idea of set up time and space requirements.
- *Plan enough time to set up and decorate the room.
- *Test rental sound/video equipment ahead of time.
- *Designate someone to monitor and empty the trash during the rental. Full trashcans are extremely difficult to empty.
- *Be aware of Fairfax County sound regulations when planning for a DJ or other music.
- *Close the bar and turn off the music one hour before the rental ends to ensure enough clean up time.
- *Designate a cleanup crew to assist with breaking down the room at the end of the party.

***Visitor Center physical address—2739 West Ox Rd.**

***Visitor Center mailing address—2709 West Ox Rd.**