



Rental Request & Contract

Providence RECenter • Fairfax County Park Authority
7525 Marc Drive, Falls Church, Virginia 22042
(o) 703.698.1351 (f) 703.280.1671



Event Day & Date(s): ____/____/20____ Sun M T W Th F Sat Time: _____

Contact person _____ Member # _____

Renter address _____ Activity _____

Contact phone _____ E-mail _____

of Participants: Child(ren) _____ Adult(s): _____ Food Served: YES or NO

Facilities Requested

CR 1 CR 2 CR 3 CR5 Dance Rm. Conference Rm. Sundeck (circle)

Total Tables: _____ Total Chairs: _____

Moon Bounce: YES NO Time: _____ - _____ Monitor _____

Pool: YES NO Time: _____ - _____ # of participants (ch/adults): _____

Gator: YES NO Time: SAT OR SUN / 3p.m. or 4p.m.

CONDITIONS GOVERNING USE OF RENTAL FACILITIES

PAYMENT & RESERVATION

- The rental fee must be paid in full at the time of the reservation. A security deposit will also be taken at the time of reservation in the form of a valid credit card number. The security deposit will only be charged AFTER the room rental pending the room being returned in the condition in which it was given and the room being vacated at the scheduled time.
- Any changes made less than 24 hours prior to rental are subject to additional fees (Charges are **doubled**: i.e. additional tables: \$5, Chairs: \$1.50).
- Payment may be made in cash or credit card. We accept **VISA** or **MASTERCARD**.

EQUIPMENT

- See site specific rental information for equipment available.
- If you are using a room set up plan, it is requested in advance. Without a set up plan, center staff will set out tables and chairs, however re-arrangement becomes the responsibility of the renter.
- *It is the renter's responsibility to keep all guests off of all RECenter equipment for the duration of the rental (including but not limited to: mats, gymnastics equipment, etc.).*
- Open flame candles are not permitted. However, birthday candles are permitted.
- Alcohol is **NOT** permitted.
- Silly string is **NOT** permitted.

DECORATIONS

- Decorations may not be used without the prior permission from the site manager and/or rental coordinators.

RENTER RESPONSIBILITIES

- Rentals will be approved only for adults 21 or older.
- The designated rental representative is liable for ALL damages and/or injuries to persons or property resulting from inadequate supervision or carelessness on the part of the user. Damages to facilities and groups will result in partial or total charge of security deposit, and/or additional costs for major damages. Any and all damages and/or injuries must be immediately reported to the duty manager.

CANCELLATIONS

- Any cancelled reservations will result in a \$25 processing fee.
- Cancellations made less than one week prior to the rental date will result in loss of the entire rental fee.
- Failure to comply with FCPA rules and regulations may result in immediate cancellation of the rental and loss of rental fee.

I HAVE READ THE ABOVE CONDITIONS GOVERNING USE OF RENTAL FACILITIES AND AGREE TO ABIDE BY THEM OR RISK LOSS/CHARGE OF RENTAL FEE AND SECURITY DEPOSIT.

Renter Name (print): _____ Date: ____/____/____ Renter Signature: _____

FCPA administration use only

FEES

- Cost Per Hour:
 - Room 1: \$ _____ x # hours _____ = _____
 - Room 2: \$ _____ x # hours _____ = _____

Prices/Hour:

CR 1: \$90.00 CR 2: \$55.00 CR 3: \$40.00
DANCE ROOM: \$90.00 CR 5: \$55.00 SUNDECK: \$25 (seasonal)

- Equipment: (5 tables and 20 chairs are included in the rental cost.)
 - Additional Chairs: # _____ x \$0.75 = _____
 - Additional Tables: # _____ x \$2.50 = _____
 - Equipment removal from room YES NO (\$100) = _____

- Set Up Fee (When applicable): = _____
 - Parties greater than 40 people flat rate of \$50.00
 - Parties greater than 100 people flat rate of \$75.00

- Moon Bounce - \$50.00 setup + (\$100/hour x _____) [2 hour min] = _____
- Gator - (45 minutes at 3pm or 4pm – Sat and Sun only) \$75.00 = _____
- General Admission: For pool usage (at least 12 needed for group rate)

Rates:

Youth	GAYT	\$6.50	= _____
Group Rate	GRPYT	\$4.90	
Adult	GAAD	\$8.00	= _____
Group Rate	GRPAD	\$6.00	
Chaperone	GACHAP	\$2.00	= _____

NON COUNTY

Youth / Adult	\$10.50	= _____
Group Rate	\$7.90	

➤ **TOTAL RENTAL FEE = \$ _____**

PAYMENT *(Payment due in full at time of reservation)*

Payment type (check one): **Mastercard** **Visa** **Cash** Amount Paid: \$ _____

SECURITY DEPOSIT *(Card must be on file for event. Please note we do not keep credit card information on file.)*

VISA or MASTERCARD Credit Card #: _____ Exp Date: _____

Name appearing on credit card: _____ Reservation and Payment taken by: _____

Room Checked out by: _____

Deposit Charged (Y / N) and Amt: \$ _____

Club Room 1

\$90/hr. ROUND TABLES
2500 sq.ft
155 person capacity
Perfect for business conferences, wedding receptions, and other large scale events.

Club Room 2

\$55/hr.
1120 sq.ft
50 person capacity
Mid-size room equipped with a sink and easy access to the refrigerator located just outside the door.

Club Room 3

\$40/hr.
615 sq.ft
15 person capacity
An economical choice, ideal for small parties and meetings.

Club Room 5

\$55/hr.
1260 sq.ft
50 person capacity
Mid-size room with carpeted floor is perfect for gymnastics parties. Food restrictions may apply.

Dance Room

\$90/hr.
2952 sq.ft
99 person capacity
Large mirrored room with food restrictions. Ideal for business meetings and dance rehearsals.

Sun Deck Tent

\$25/hr.
600 sq.ft
50 person capacity
Convenient to the pool.

ROOM RENTAL INFORMATION

At Providence RECenter, we offer a variety of rooms to choose from for any occasion. Whether you are looking for a small space for a child's birthday party, luncheon, lecture, hosting a business executive meeting, or marketing plans for a wedding reception, Providence offers you an array of floor plans and options with a frugal budget in mind.

Understanding that planning any event can be stressful, we strive to make your bookings as simple as possible. With just a phone call, we can check space availability. You can then confirm your space by signing the rental contract agreement and paying the hourly rate and security deposit. It's that simple!

Payments can be taken in cash or charge with a **VISA** or **MASTERCARD**. The security deposit is requested in the form of a credit card number. The credit card will only be charged pending the condition of the room after the rental. We also suggest a room "set up" diagram in order to ensure proper seating and table placement.

If you have any questions, please don't hesitate to call us or any of the other managers here at Providence RECenter. We look forward to working with you on your event!

Derek Smith
Rental Coordinator

Admission Fees

<u>General Adm.</u>	<u>County</u>	<u>Non-County</u>
Adult (19+)	\$8.00	\$10.50
Student (5-24)	\$6.50	\$10.50
Child (up to 4)	FREE	FREE
Senior (65+)	\$6.50	\$10.50
Family*	\$16.00	\$30.00

Facility Group Rate: With a single payment a group of 12 or more individuals, with advance reservations, may receive a 25% discount!

(County: Adult-\$6.00, Youth-\$4.90; Non-County: \$7.90)

Chaperone fee: Fee for non-participating adult accompanying a fee paying youth is \$2.00. All Youths under the age of 10 must be accompanied by a chaperone. Please check with MOD for chaperone to swimmer ratios.

Racquetball Court Fee: The rental price for use of a court for 1 hour is \$6.00. *Court fees are waived for pass holders and Wallyball groups of 8 or more. (children must be at least 8 to play.*

**1-2 adults, 2-3 kids for a total of no more than 5.*

Additional Fees

Equipment Fees: The center offers the availability of 20 six foot rectangular tables, 12 round tables (only for use in Club Room 1), 90 cloth chairs, and 50 plastic chairs for rental use. Requests for up to 5 tables and 20 chairs do not require additional fees. Rentals requiring more than 5/20 limit adhere to the following fees:

- \$0.75 per chair (any style)
- \$2.50 per 6 ft. rectangular or round table

Set-Up Fee: There is a flat rate of \$50 for parties of 40 or more (\$75 for greater than 100). There is a \$100 fee to move existing equipment from the rooms which must be arranged in advance for the rental.

Security Deposit: Security deposit is taken in the form of a valid credit card number. The card will only be charged AFTER the event, pending the condition of the room.

Alcohol is not permitted within Providence RECenter.

GENERAL EVENT TIPS & SUGGESTIONS

- We offer refrigeration, (please understand we cannot accept responsibility for lost or stolen items.
- Our staff will set up and break down tables and chairs for your event. Any decorations, table cloths, balloons, play equipment (balls, mats, etc.), and use of our stereo are not included. Note: Candles (excluding birthday candles) or any flammable materials are not allowed in the RECenter. Absolutely **NO** alcohol is permitted.
- Time limits for room rentals are a minimum of one hour. After the first hour, rentals can be done in half-hour increments. Rental times must be during public hours of operation to receive the prices listed. Entire center, one level, or single room rentals are available during non-public hours at a higher cost. (see also "After Hours" below. *Call rental coordinator for more details*).
- Cancellations must be reported to the Rental Coordinator, in writing, one week prior to rental.
- According to research, we have found that the best parties are no more than 2 hours. (2 ½ hours for groups 9 years or older). This way, participants leave at the peak of their fun.

RENTAL FACILITY LIMITATIONS

Holidays: Providence RECenter does not rent on Holidays or the "eve" of a Holiday (Christmas Eve, New Year's Eve, etc.)

After Hours: Rentals can run as late as 10pm during the week, 9pm on weekends but must be first approved by management. Note: Rentals after closing hours require an additional \$35 per hour for staff to remain beyond the regular hours of operation. The cost includes a manager and a custodian. Only the larger rooms are available for rent after hours. The smaller rooms may only be rented in conjunction with a larger room after hours.

Pool Usage: The pool is not open on Saturdays or Sundays before 1pm due to the large volume of swimming classes offered. We do not block off the pool for birthday parties so the group can use any open space available. Children may bring pool toys as long as they do not interfere with other swimmers or obstruct the lifeguard's view. **We also strongly recommend swimming first and eating afterward!!**

New Program Sessions: We do not book rentals for Mon-Fri during the first week of a new class session.



GATOR RENTAL

Let this large fun green gator crash your next party!!

On weekends at either 3pm or 4pm, you can schedule private use of the alligator float for your party at Providence RECenter for a 45 minute block for \$75.

The gator is anchored in the shallow end of the pool (3 ½ ft. depth). It is not placed in the beach area.

Ages 6-12 yrs must be able to swim.



MOON BOUNCE

Making a great addition to any party, go "under the sea: with our whale and dolphin moon bounce!

Moon bounce can only be used in CR1 and the Dance Room and includes a monitor.

Height restrictions: 36"-60" Max. weight: 150lbs/rider.

Cost: \$50 set-up, \$100/hour.

STOP BY TODAY OR VISIT US ONLINE AT...

www.fairfaxcounty.gov/parks/rec/providence/rental-prov.htm

or call us at (703)698.1351