

## 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. Chair covers and tablecloths are **not** 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 32" round cocktail tables and 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. Volume can be controlled from your device.

**Q:** Can we have a bounce house at our event?

**A:** Bounce Houses are only permitted with picnic shelter rentals. This space must be reserved separately through Fairfax County. The bounce house must be powered by a generator and a permit is required.

**Q:** Is there internet or Wi-Fi access?

**A:** Yes, guestservices— This is an unsecured network.

Updated 1/10/22 C-19

## ENSURING YOUR EVENT GOES SMOOTHLY

\* Allow at least 3 weeks to get an ABC Banquet License or Business Activity License, should your event need one. Review requirements for Host Liability Insurance.

\* 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. Call the Visitor Center for an appointment.

\* Reserve enough time to set up and decorate the room.

\* Test projector (if using) 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 help ensure adequate clean up time.

\* Designate a cleanup crew to assist with breaking down the room at the end of the party.

\* Review the address on your invitations. The Visitor Center's physical address is: 2739 West Ox Road, Herndon, VA 20171.

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



For accommodations or to receive this information in an alternative format, call 703-324-8563 TTY: 703-803-3354. [www.fairfaxcounty.gov/parks/ada.htm](http://www.fairfaxcounty.gov/parks/ada.htm).

# FRYING PAN FARM PARK

## Visitor Center Rentals

### Frequently Asked Questions



**Park Hours:**  
Dawn to Dusk

**Farm Hours:**  
9am - 5pm

**703-437-9101**

2739 West Ox Rd.  
Herndon VA, 20171

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



## 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 decorations and liquids. 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:** Leave tables and chairs in place, maintenance staff will sanitize and put them away. Renter is responsible for removing floor debris, all decorations 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:** Yes, as long as minimum hours are met and staff is available.

## 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, buffet tables, chairs or unattended children are permitted in the lobby and exits must remain clear. Food/drinks prohibited in museum area.

**Q:** Can we use the upstairs balcony?

**A:** **For safety reasons the** balcony is not available for use as additional rental space. Requests for balcony access to hang decorations or photography use must be made in writing prior to the rental date and approved by the building manager.

**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. Visit the website for information.

**Q:** How do I get my security deposit back?

**A:** Credit card refunds take 1-2 weeks, check refunds take 3+ 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 requests for changes must be made in writing at least ten (10) days prior to the rental date and are dependent on staff availability.

## 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 twenty (20) feet from the building. Cooking devices are not permitted inside the building.

**Q:** What is the alcohol policy?

**A:** Alcohol is allowed inside the Visitor Center and at the picnic pavilion shelter behind the Visitor Center. To serve alcohol, an Alcohol Beverage Use Application must be completed, paid (\$200), and approved. A Banquet License from VA ABC and Host Liability Insurance is also required in certain conditions. Check with staff for details.

**Q:** Is there a kitchen available?

**A:** There is a refrigerator and counter space in the Classroom. Rental fees for the Classroom must be paid for use of the space.

## SAFETY

**Q:** What is the capacity of each room?

**A:** The Auditorium will hold 90-110 people at tables and chairs or 150 in auditorium style seating. The Classroom will hold up to 40 people at tables and chairs or 50 in auditorium seating.

**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. Fireworks are prohibited on site.

**Q:** Is smoking permitted in the Visitor Center?

**A:** Smoking is **prohibited** inside the Visitor Center and within fifty (50) feet of the building. Cigarette butts must be disposed of in appropriate containers.