

## Water's Edge Meeting Facility Claytor Lake State Park

### Rental Terms of Agreement

1. Rental of the facility will not be allowed if the event is deemed offensive, vulgar or inappropriate for a park setting by park management.
2. The Water's Edge is a non-smoking facility. Smoking is not allowed anywhere in the building. There are cigarette urns located at each exterior door of the meeting facility for your smoking convenience.
3. No candles or open flames will be permitted for ceremonies, functions or catered events inside the building under state fire code. Chafing dish fuel is allowed to be used with chafing dishes to keep food warm. Chafing dish fuel is not provided by the park.
4. Damage to or theft of park property, equipment or facility is the responsibility of the group representative. Costs associated with any repair or replacement will be charged to the group representative.
5. Decorations are permitted but may not be attached to any painted or stained surface. Decorations may not damage the facility in any way. All decorations must be removed at the conclusion of the event. Renters will be responsible for damages or any excess cleaning required after the event.
6. Paint, glue, glitter or confetti may not be used in any application while using the meeting facility.
7. Public use of alcoholic beverages is prohibited. However, organized distribution of alcoholic beverages is allowed if the appropriate ABC banquet license is obtained. It is the responsibility of the renter to obtain the license through the regional ABC office (540-857-6565) or online at [www.abc.virginia.gov](http://www.abc.virginia.gov). **No banquet license means no alcoholic beverages may be consumed/served.** The license shall be posted at all times while the event is being held. If your caterer has a banquet license then you are not required to obtain one, **however alcoholic beverages may not be served OR consumed after the caterer leaves the facility.** Alcohol may not be taken outside of the meeting room or off the deck and is not allowed in the parking lot, boat dock or public atrium area. It is the responsibility of the group representative to monitor all alcohol consumption by group participants, and the group representative will be held accountable for any liabilities associated with the serving of alcoholic beverages. Any violation of these rules will result in the cancellation of the event and loss of all payments.
8. Beer served from kegs must be served out of the catering kitchen area or from the deck behind the roped area. It is not allowed to be served inside the meeting room on the carpeted areas.
9. Do not remove any tables, chairs or other equipment from the meeting room.
10. All restrooms are open to the general public during operating hours. Personal items are not to be left in any public restroom area.
11. Any installation of tents, coverings, etc. on the deck must be approved in advance by park staff. Under no circumstances are nails, spikes or anchors to be installed into the decking boards. Damages will be the responsibility of the group representative.
12. Music set-up on the deck will be allowed with specific plans being made in advance and agreed upon by park management. Music played through the facility sound system for the meeting room must be handled by park staff only. Park management, at their discretion, may require volumes to be adjusted.
13. Grills of any type are not permitted on the deck or inside of the facility. They are permitted on the grass area just off the deck. Please see staff for the specific location.
14. There will be no setting up the day or night before your reserved date. All personal items must be removed on the same day/last day of your rental by 10 p.m. The earliest you may start using the facility is 8 a.m. and the facility closes at 10 p.m.
15. In an effort to protect the resource and wildlife and provide visitor safety, the wedding party and guests are not allowed to throw any wedding toss (rice, birdseed, balloon release, etc.) or release any type of wildlife (i.e. white doves, butterflies, etc.).

16. Parking fees are not required when rental of the Water's Edge Meeting Facility has occurred. Guests and visitors utilizing this facility must identify as such at the park contact station or they will be charged a parking fee. Refunds will not be given to visitors failing to identify themselves upon entry. The fee for commercial providers (caterers, bands, etc.) is \$10 per vehicle.
17. Those who rent the facility will be expected to maintain the facility cleanliness. The park staff will only remove trash from the trash cans when necessary to do so during the event. At the conclusion of the event, an excessive cleaning fee of \$200.00 will be charged to the renter of the facility if the facility is deemed to be excessively dirty or will require professional cleaning attention (Example: steam cleaning of carpet).
18. The use of ATV's, UTV's, golf carts or similar vehicles is prohibited in the park.
19. Cancellations made 61 days or more in advance of the reservation start date will be charged a 50% non-refundable cancellation fee. Cancellations made 60 days or less before the reservation start date are not eligible for a refund.

**Please complete this section after you have reserved the facility through the  
Customer Service Center at 1-800-933-7275.**

Name of Organization: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Reservation Confirmation #: \_\_\_\_\_ Date of Reservation: \_\_\_\_\_

Type of Event: \_\_\_\_\_ Number of Participants: \_\_\_\_\_

Beginning Time of Event: \_\_\_\_\_ Ending Time of Event: \_\_\_\_\_

ABC license needed?  YES  NO

This Rental Terms of Agreement shall be deemed to be an acceptance and agreement by you, and on behalf of all persons using this facility, to be bound by all terms and conditions listed above.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**After completing the section above, please send this completed form to the park office at least 2 weeks prior to your reservation start date.**

Claytor Lake State Park  
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540-643-2500  
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