



# Altavista Train Station Rental Agreement

## General Information:

The Train Station may be rented by businesses, civic groups, churches, and individuals for meetings or special events.

Maximum building occupancy is limited, by fire marshal's regulations, to 80 persons. State regulations regarding Covid occupancy must be strictly enforced.

Renters must be at least 21 years of age to rent the Train Station. **Individuals will be required to make payment within thirty (30) days of requesting the date to confirm the rental. If payment is not received within 30 days, the reservation will be cancelled.**

Renters are required to complete a rental agreement and pay all rental fees before the reservation is considered complete.

Renters are responsible for staying abreast of and adhering to all current COVID-19 related regulations at the local, state and federal levels specific to building occupancy and personal protective equipment. We encourage you to follow best practices recommended by health officials to slow the spread of COVID-19. Please reference the Virginia state government website for the most current information: <https://www.virginia.gov/coronavirus/>.

Renters are NOT permitted to charge any admission/entrance fees to those entering the Train Station for their events, party, etc. If your organization intends to charge for any event, service, or goods, please discuss this with a staff member when you reserve the building.

## Rules:

Loud music is strictly prohibited.

Avoid scarring and scratching the floors by dragging items.

Do not stand on tables or chairs.

Do not hang decorations from the ceiling and avoid using strong adhesive tape such as packing or duct tape, tacks, staples, etc. on the walls or doors. **Remove ALL tape from walls or doors.**

Contact Chamber for key pickup and return at least one week before the event. Keys not returned will be charged a \$25 lost key fee.

No access until the scheduled rental time.

All activities and clean up must be completed no later than 11:00 p.m. Town of Altavista Police Officers enforce this rule.

The Altavista Area Chamber of Commerce reserves the right to refuse rentals and/or requests from renters for any reason at any time.

**Rental Fee:**

The rental fee for the Train Station is \$150.00. The fee covers a period from 8 am to 11 pm.

Altavista Area Chamber of Commerce members and non-profits receive a discount for business related rentals.

**Reservation must be canceled at least thirty (30) days prior to the rental to receive a full refund.**

**Kitchen Area:**

Please inform a staff member if you plan to use the kitchen during your rental. The kitchen is to be for short term food preparation and warming. Any foods which require more than thirty (30) minutes of cooking time must be done off site prior to Train Station rental period.

No fried food preparation allowed inside the Train Station per the fire code.

Minimal cookware, silverware, dishes, utensils, etc. are provided for use by the renter. These items must be washed, dried, and put away for the next renter before departing from the building.

**Alcohol and Smoking Policy:**

The use of alcoholic beverages is prohibited at the Train Station unless it is being served with a meal and must be consumed inside the building. Renters are responsible for obtaining a banquet and any necessary liquor license(s) from the Virginia Department of Alcohol Beverage Control (VA ABC). For more information renters can call (434) 582-5136 or visit [www.ABC.Virginia.gov](http://www.ABC.Virginia.gov). Renters must provide the Chamber office a copy of the license before a key will be released. **The sale of alcohol at any event in the Train Station is strictly prohibited.**

Smoking is NOT permitted inside any area of the facility. Receptacles are provided on the porch area for those who smoke.

**Cleaning:**

Renters are responsible for leaving the facility clean and in good order.

Renters must supply their own cleaning supplies such as dish soap, paper towels, bathroom cleaner, sponges, plastic trash bags, etc. Altavista Area Chamber of Commerce ONLY supplies hand soap, toilet tissue, and hand towels in the rest rooms.

Renters should clean the following areas:

- Walls, counters, cabinets, stove, refrigerator, microwave, etc. should be wiped down.
- All dishes and utensils should be put away.
- Refrigerator should be left empty.
- All trash must be bagged and removed from the Train Station and deposited in the trash containers on the porch area of the facility. If the containers are full, the renter is responsible for removing the extra bags. The renter should NOT leave any trash inside the building.
- Tables and chairs should be wiped down and stacked against the walls or in the closet.
- Floors must be swept and mopped, including the bathroom floors.

**Responsibilities and Damages:**

If the facility is rented by a group or organization, a responsible party will be asked to sign the rental agreement and provide photo identification and credit/debit card. The responsible party is held responsible for damages.

Renters are required to report any damages, leaks, heating/cooling issues, appliance malfunctions, etc., to the Altavista Area Chamber of Commerce office no later than the next business day. Renters may make after hour reports by leaving a message on the Chamber office phone.

**RENTERS WILL BE HELD RESPONSIBLE FOR ANY AND ALL DAMAGES TO THE TRAIN STATION.**

Altavista Area Chamber of Commerce staff will inspect the facility after each rental period. Renters will be contacted by a staff member if any damages are found. Renters will be provided an opportunity to pay for the damages within a reasonable time frame.

Renters are asked to place a credit/debit card on file when renting the facility. If damages are not paid for within an acceptable and agreed upon time frame, the credit/debit card will be charged for the damages.

If the building is not properly cleaned, there will be a \$100.00 cleaning fee assessed to the responsible party.

I have read, understand, and agree to ALL regulations listed in this rental agreement. I understand that any violation of these regulations will result in the cancellation of the rental and forfeiture of the rental fees and/or deposits. I also understand violating this agreement may result in denial of future rental privileges. I also understand and agree that my credit/debit card will be charged for any damages that I do not pay for in a timely manner.

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Responsible Party Signature

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Date