



TWIN LAKES STATE PARK
CEDAR CREST
CENTER

The natural choice for your event.

TABLE OF CONTENTS

- 02 General Information
 - 03 Prices & Fees
 - 04 Frequently Asked Questions
 - 06 Rental Agreement
 - 08 Event Seating & Sample Floor Plans
 - 14 Cleaning Checklist
 - 15 Photo Gallery
 - 16 A Word from Our Staff
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GENERAL INFORMATION

Whether it's a wedding, family reunion, or a 100th birthday celebration, Cedar Crest Center at Twin Lakes State Park is the natural choice for your special event.

What is Cedar Crest?

Cedar Crest is an events facility located at Twin Lakes State Park in Green Bay, Virginia.

Why should I choose Cedar Crest for my event?

Location, location, location. In the heart of central Virginia and just an hour's drive from Richmond, Cedar Crest is an affordable event space surrounded by trees and backed by the beautiful and historic Prince Edward Lake.

Additionally, the park has overnight accommodations available to rent year-round and is just a short drive from Farmville, where hotels and restaurants are numerous.

What's included in a rental?

Doswell Hall (max. 135)

- Banquet Hall
- Tables and Chairs
- Caterer's Kitchen
- Bar/Reception Area
- Restrooms

Latham Room (max. 35)

- Tables and Chairs

Hurt Room (max. 16)

- Board Table and Chairs

Decks

- Tent (in season, March through November)
- Deck Tables and Chairs
- Restrooms

Grounds

- Lakeside Gazebo
- Benches (seats 75)
- Large Parking Area
- Guest Parking at Your Event

PRICES & FEES

FRIDAY | SATURDAY | SUNDAY
10 A.M. - 10 P.M.

1 Day Event:	\$800
2 Day Event:	\$1,500
3 Day Event:	\$1,905

MON. | TUES. | WED. | THURS.
8 A.M. - 4 P.M.

1 Day Event:	\$400
2 Day Event:	\$600
3 Day Event:	\$805
4 Day Event:	\$1,000

**EXCESSIVE CLEANING FEE
CHARGED AS NECESSARY**

First 3 Hours*:	\$150
Each Additional Hour:	\$50

*A minimum of 3 hours will be charged

**CANCELLATION FEES
CHARGED AS NECESSARY**

0-60 Days Before Event:	50%
61 or More Days Before Event:	100%

Payment is due in full at the time you make your reservation.

FREQUENTLY ASKED QUESTIONS

Is my date available? If so, how do I make a reservation?

Call the Virginia State Parks Customer Service Center at 1-800-933-PARK to check availability or make a reservation.

How far ahead can I make a reservation?

You can reserve 11 months in advance.

Can I see inside?

To schedule a tour of the facility, contact the park at 434-392-3435.

Are linens provided?

No, linens are not provided.

Can I hang decorations inside?

Decorations are permitted, but must not damage the facility in any way. Temporary and removable hooks, like Command Hooks by 3M, are recommended. Renters are responsible for any damage caused to the facility during their rental period.

What about candles?

No open flames are permitted in the building; however, battery-operated candles may be used.

Can my pet come inside?

Pets are not permitted inside, but are welcome outdoors if kept leashed. Leashes must be no longer than 6'.

Can I serve alcohol at my event?

You can, but you must first obtain a banquet license from ABC (Alcoholic Beverage Control). The process may take up to a month, and a copy of the license must be provided to park staff before the event, so be sure to plan accordingly.

Alcoholic beverages may not be consumed outside of the building or decks, as doing so is a violation of Virginia law (drinking in public).

What about caterers?

Caterers must provide a certificate of insurance and a valid health department permit.

What color are the tables and chairs?

The deck furniture is white, the indoor tables are brown or grey, and the interior chairs are black with blue cushions.

Who sets up the tables and chairs?

Although sample floor plans are available, and all necessary tables and chairs will be provided to you, you are responsible for setting tables and chairs in your desired places.

Is there handicap parking?

There are two handicap parking spaces available to the right of the front entrance.

Is there a place for a DJ?

Yes; there are surround speakers in the ceiling connected to a standard audio jack, as well as a wifi connection. A projection screen is also available.

What type of window coverings are there?

Blinds are on all windows in Doswell Hall (no curtains).

How big is the lake behind Cedar Crest?

Prince Edward Lake is 36 acres.

RENTAL AGREEMENT

A signed copy of the rental agreement is due to the park office before the start of your event.

RENTAL TERMS & CONDITIONS

Cedar Crest | Twin Lakes State Park

The Following must be submitted to Twin Lakes State Park at least two weeks prior to your event:

1. A signed copy of this document
2. ABC Banquet License, if alcohol is to be served
3. Caterer's business license and health permit

Cancellation Fees:

1. Fifty-percent of the rental cost is forfeited if notice of cancellation is given 61 or more days before the start date of your event.
2. The entire rental cost will be forfeited if notice of cancellation is within 60 days of the start date of your event.

Neither party will be liable for failure to fulfill the obligations outlined above if such failure is a result of Acts of God, including: fire, flood, earthquake, hurricane or other natural disaster, war, invasion, government

shutdown, or interruption or failure of electricity or telephone service. Should the area be deemed unsafe or nonfunctional, the renting party may at their option choose to reschedule their event or receive a full refund.

Access is permitted only during the times outlined in your rental agreement, including:

1. Set up and clean up
2. Access by service providers, like decorators, florists, photographers, DJs and caterers

Alcoholic Beverages, including beer and wine, are permitted only with an ABC Banquet License which must remain posted during your event.

If consumption of alcohol is found to take place outside of the building or decks, your event may be shut down with no refund.

Twin Lakes State Park

Smoking is not permitted inside. Ash cans can be found outside.

By signing, you are acknowledging that it is your responsibility to clean the building and grounds to their pre-arrival condition before the rental period expires. Failure to do so will result in an Excessive Cleaning Fee being charged at \$50 per hour, with a minimum three hour (\$150) charge.

Equipment or facility damage beyond repair will be billed to the customer at new replacement value.

A trash dumpster is located along Cedar Crest Road, adjacent to the Cedar Crest entrance sign.

Attachment of any adhesive or fastener to any element of the facility ceiling, to include: ceiling tiles, light fixtures, ceiling fans, projector and projector mount, projector screen or casing, and speakers is prohibited. Damage or recalibration caused to any of the audio and visual components of the facility that requires the use of off-site contracting will be billed at the rate of \$100 per hour, including travel time.

Other decorations, if attached to walls, molding or paneling, must not cause damage upon removal. Acceptable attachment options include:

1. Easy release painter's tape
2. Easy release silicone or putty adhesives
3. 3M Command Strips*

Tables, chairs, furnishings and other requested equipment will be made available to you by park staff prior to the start of your event.

It is the customer's responsibility to set up and arrange all tables and chairs.

All furniture (excluding deck furniture) must remain indoors at all times.

If additional seating outside of what the park is able to provide is required for your event, it is your responsibility to rent or obtain these items from another provider prior to your event.

Ladders, steps, lifts and/or other equipment owned by the park are not available for public use.

Pets are not allowed indoors, but are permitted outdoors if leashed. Leashes must be no longer than 6'.

Service animals are welcome indoors.

Kitchen access includes: prep areas, sinks, refrigerator and freezer, convection oven, coffee and ice makers. Kitchen access does not include: commercial stove, oven, fryer or dishwasher.

Swimming is prohibited in Prince Edward Lake.

Please observe all posted speed limit (25 mph) and traffic control signs. Cedar Crest Road is regularly traveled by adult and children hikers and bikers.

Parking for event guests is included in your rental, and applies only at the Cedar Crest parking areas. A daily parking fee will be charged for use of other park amenities.

*When using 3M Command Strips, you must ensure all application and removal instructions are followed, and that all strips are removed before the end of your rental period. Repairs for faulty installation or removal, or use of substitute brands that result in damage will incur a \$150 charge.

EVENT SEATING

The seating area in Doswell Hall can accommodate up to 135 guests, depending on the number and type of tables you choose. Use the chart on this page and the sample floor plans on the following pages to figure out how many tables and chairs you'll need to request from the park. Remember to provide this information at least two weeks prior to the start date of your event.

Table Type	Table Size	Seats	# Available
Rectangular	6'L x 18"W	6	25
Rectangular	6'L x 30"W	6-8*	41
Round	5' Diameter	6-8*	20
Deck	4' Diameter	4	8

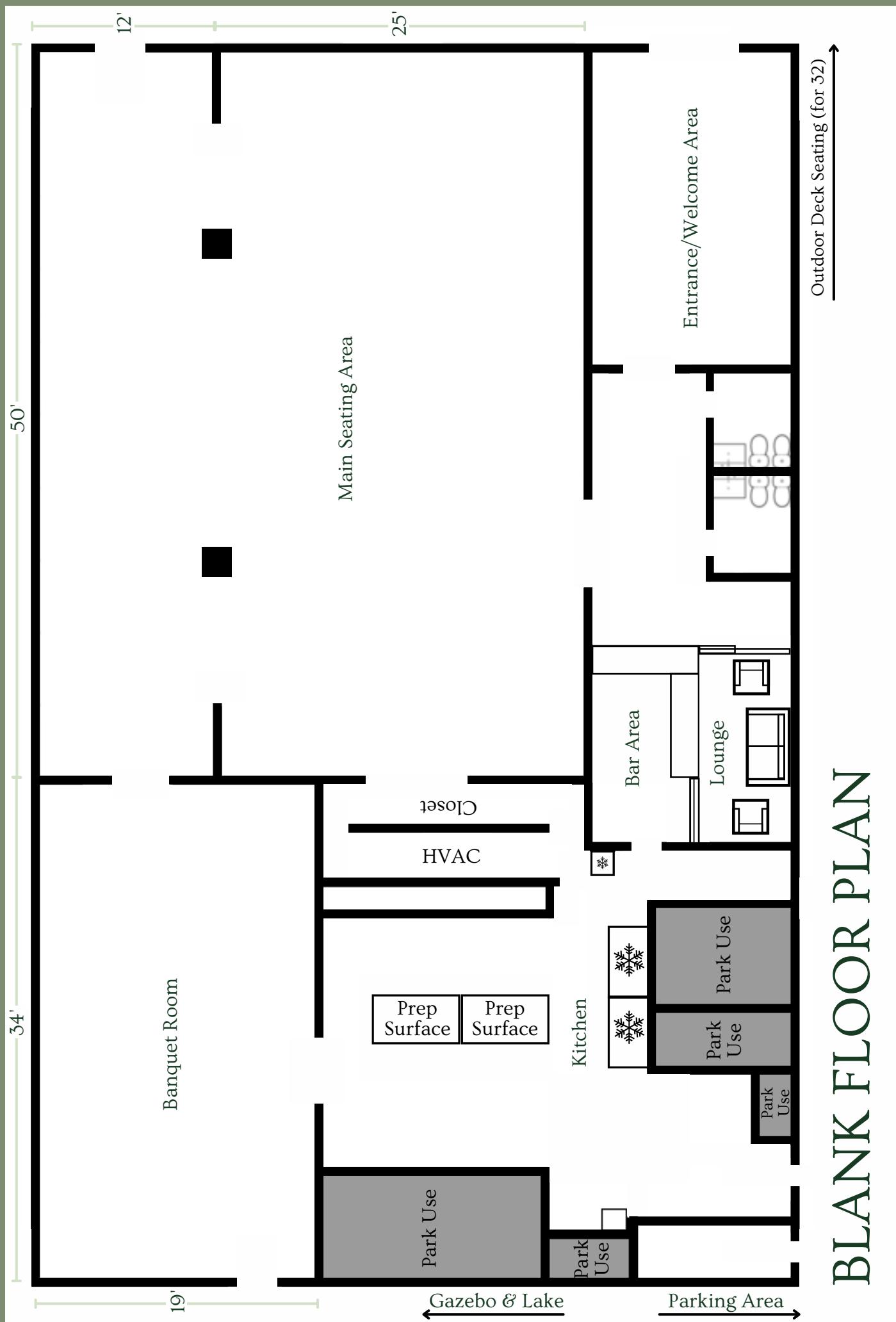
*Rectangular tables can seat up to eight only if guests are seated at table ends. The ideal number of guests for both rectangular and round tables is six to ensure guest comfort.

Seating in Other Areas of Cedar Crest

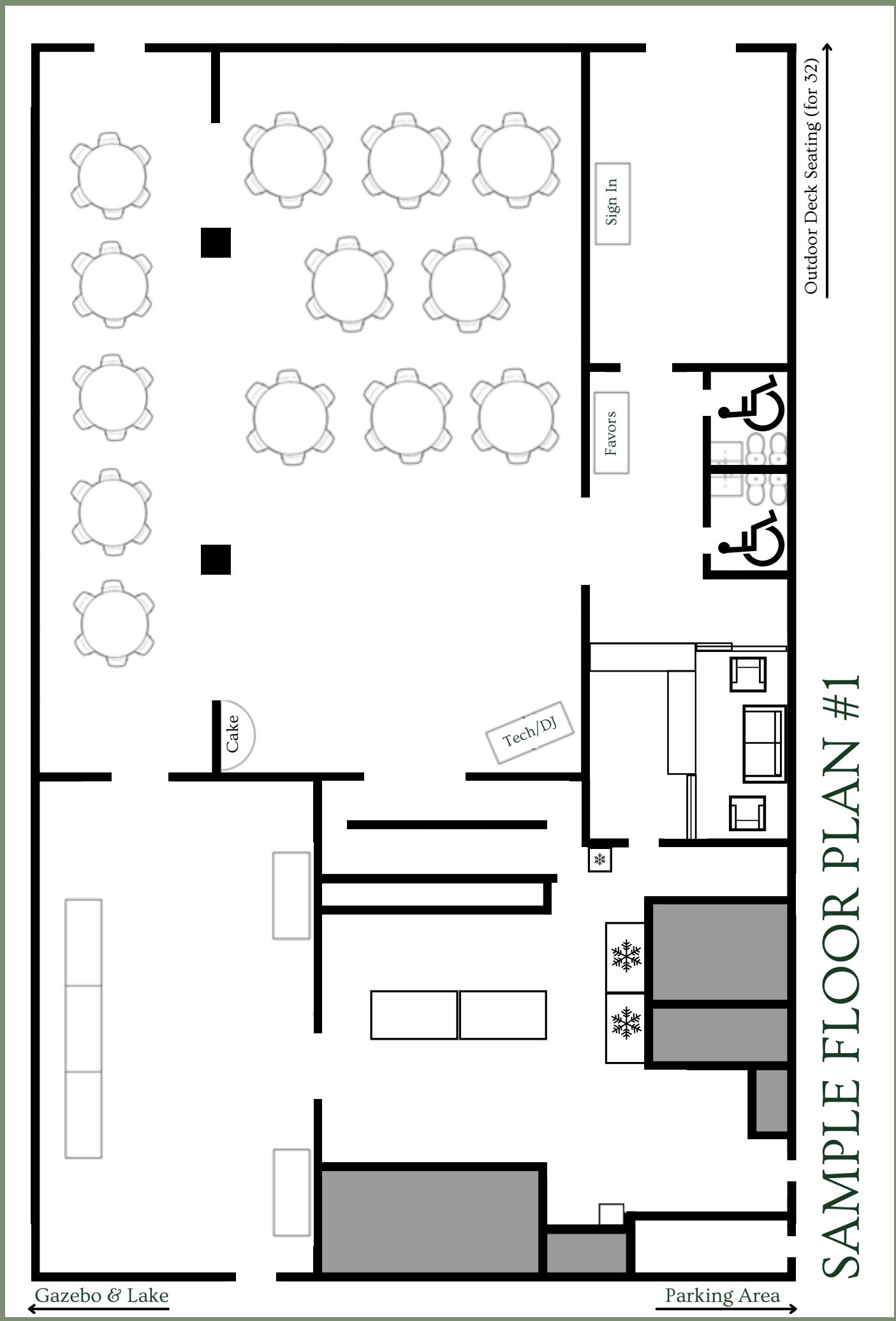
The Latham and Hurt rooms come with tables and chairs already in place, with a maximum occupancy of 35 and 16, respectively. The outdoor benches facing the gazebo and lake can seat approximately 100 people, or about nine people at each of the 12 benches.

Furniture Colors

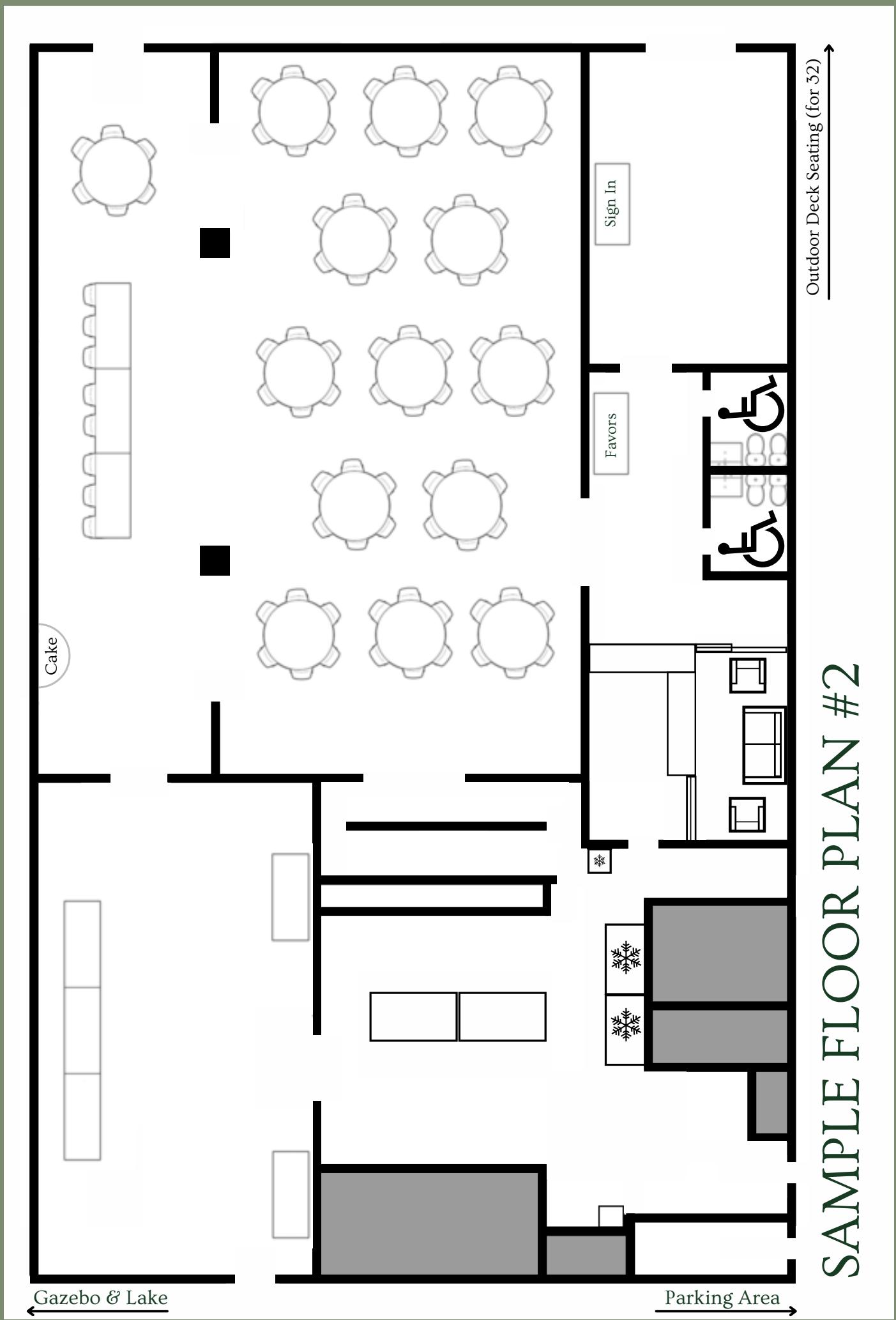
Some rectangular tables have a woodgrain tabletop, while others have a slightly textured grey top. All round tables have a woodgrain top. Chairs are black with blue cushions. All deck furniture is white.



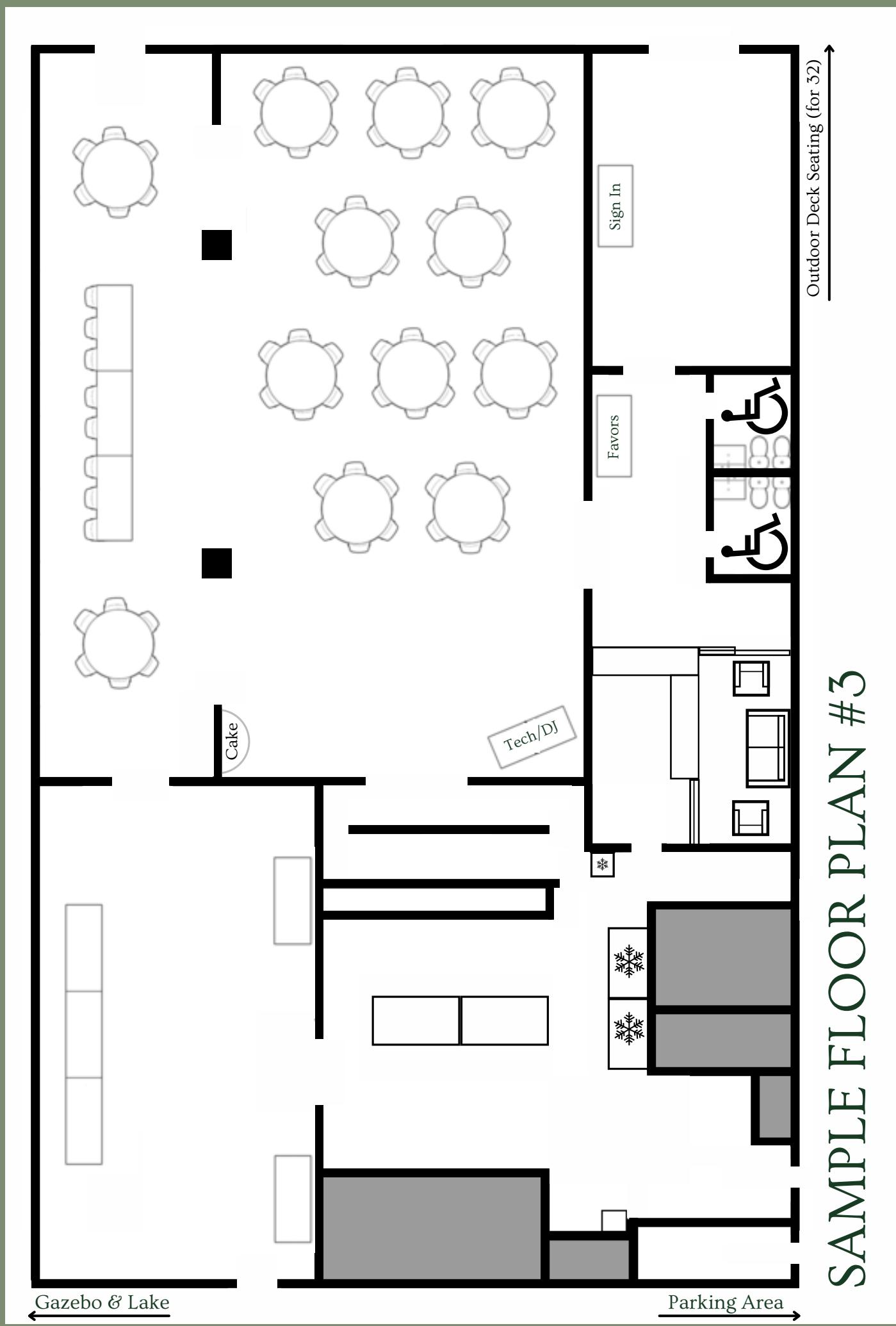
SAMPLE FLOOR PLAN #1



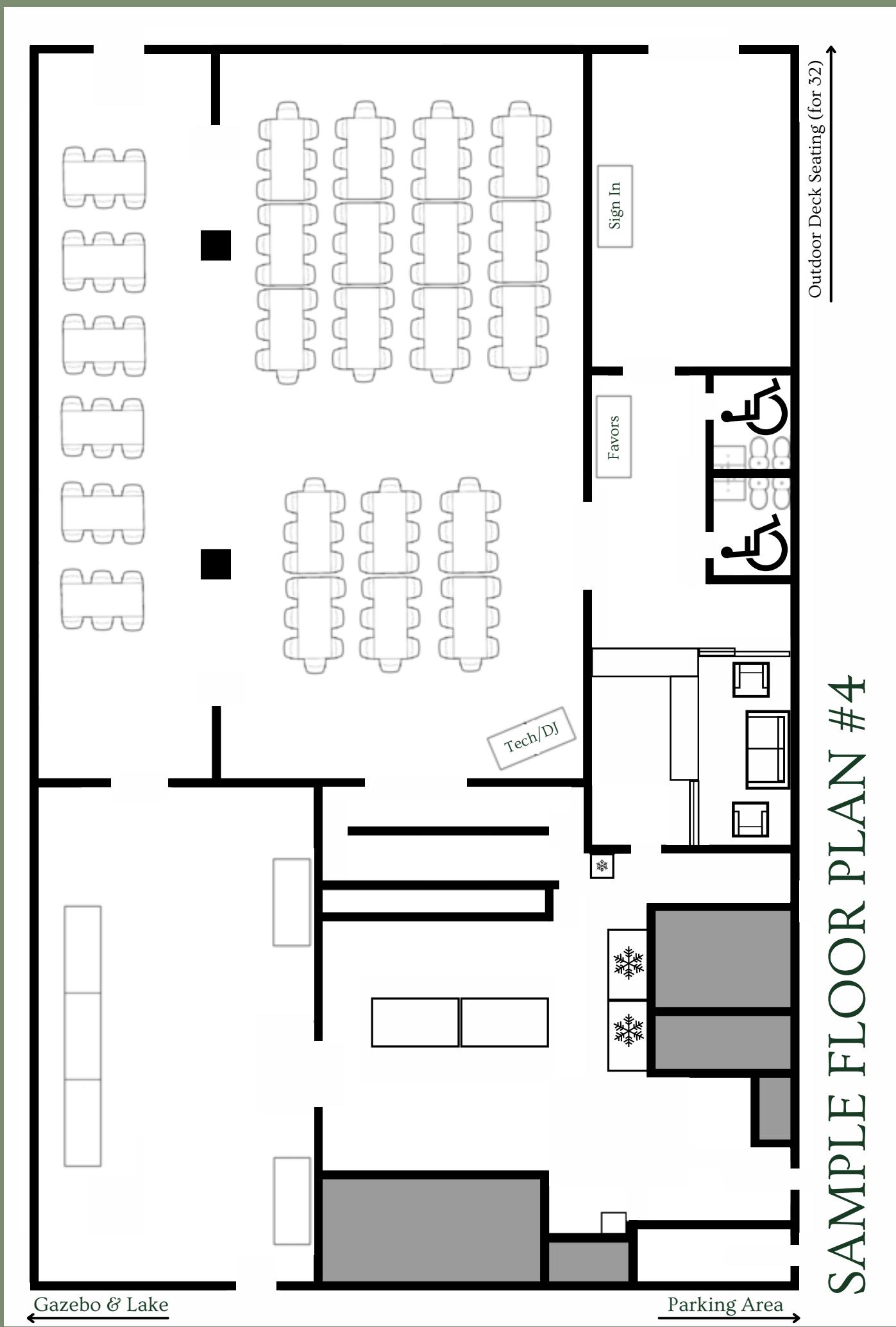
SAMPLE FLOOR PLAN #2



SAMPLE FLOOR PLAN #3



SAMPLE FLOOR PLAN #4



CLEANING

The renter is responsible for returning Cedar Crest to its pre-rental condition once the event is over. Use the cleaning checklist below to avoid being charged the excessive cleaning fee.

- Remove all trash and litter from the grounds.
- Remove and/or dispose of all leftover food.
- Rinse coffee makers and leave open to dry.
- Wipe all counters and surfaces, including tables and chairs.
- Mop any spills.
- Sweep all floors.
- Remove all trash bags from trash cans and place in the outdoor dumpster across from the Cedar Crest sign.
- Break down all cardboard and place in the outdoor recycling bins next to the dumpster (which is across from the Cedar Crest sign).

Notify the park of any problems or damage that may arise during your event by calling the office at 434-392-3435 or the ranger on duty at 434-253-0354.

Failure to return Cedar Crest to its pre-rental condition will result in an excessive cleaning fee, which will be billed to you at \$50 per hour with a minimum three hour charge (\$150).



GALLERY



A WORD FROM OUR STAFF

Each of us at Twin Lakes State Park followed a different path to become a park ranger, but we're all here for the same reason: to connect with and serve our community in the great outdoors.

Both of the park's lakes were constructed in the 1930s by the Civilian Conservation Corps, and since that time have served millions of visitors; first as undeveloped recreation areas, then as Virginia's first state park accessible to people of color (called Prince Edward State Park at the time), and eventually as Twin Lakes State Park.

Over the decades, this place has become the center of many fond memories for many folks: swimming for the first time, learning to fish, paddling, and spending precious time with loved ones.

We take a lot of pride in our park, especially what it has meant and continues to mean to our visitors and community.

It's not always easy being a ranger: there are long, hot days and nights, holiday hours and a surprising amount of paperwork; however, seeing lifelong memories in the making makes it all worthwhile.

We mean it when we say we're honored you've chosen this historic place as the backdrop for your memories.



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