

PRICING AND POLICY INFORMATION FOR: OLD TOWN HALL



<http://www.fairfaxva.gov/ParksRec/OldTownHall.asp>

3999 University Drive, Fairfax, VA, 22030

Fax: 703-246-6321

Built in 1900 by Joseph E. Willard, the hall was presented to the Town of Fairfax in 1902. Willard, the son of a Confederate spy and a Union officer, served as lieutenant governor of Virginia and ambassador to Spain. His mother, “commissioned” by J.E.B. Stuart as his honorary aide-de-camp with the rank of major, had been arrested for passing information to the Confederates and met her future husband while in prison.

The hall immediately became the center of Fairfax social life. In 1911 it served as a movie hall, where for ten cents many Fairfax residents saw their first “moving pictures.” For over one hundred years now, Old Town Hall has hosted events of all kinds...weddings, meetings, recitals, receptions, and galas. If you are looking for a place with a rich history and a style all-its-own, consider the City of Fairfax’s historic Old Town Hall. Nestled in the center of Old Town Fairfax, this elegant two-story Colonial Revival provides a warm, yet stately ambiance featuring a fanlight window over the front doors and round-headed gabled dormers. Perfect for your next social or business function—large or small.

With all modern facilities and ADA improvements, this beautiful building will provide all the amenities that any organizer would need. Equipped with a microphone, an amplified podium, a portable projector and screen, portable staging, and a piano, Old Town Hall can accommodate a myriad of events.

Artfully accompanied by the view of shade trees and perennials in the Kitty Pozer Garden, the Main Floor is capable of seating up to 150 guests banquet style (with tables and chairs) and up to 175 guests auditorium style (with chairs only). Your enchanted evening will go uninterrupted by the work of caterers as they will make their preparations in the inconspicuous Caterer’s Corner.

In addition, the Upper Level houses the Huddleson Library, a noted collection of mysteries, Civil War, and Virginia history books. Paintings by local artists from the Fairfax Art League are also on display in the library. The Upper Level can seat up to 100 guests banquet style and up to 125 guests auditorium style. Old Town Hall offers tables in a variety of shapes and sizes to best suit your needs.

Guest Limit	W/Chairs and Tables (no dance floor, bar, etc.)	W/Chairs and Tables (w/ small dance floor, bar, etc.)	Chairs Only
Main Hall	150	120	175
Upper Level	100	70	125

<u>Customer Rates</u>	<u>Mon-Fri</u>	<u>Sat-Sun/Holidays</u>
Main Hall	\$850/5 hrs	\$1500/5 hrs
Additional Hours	\$200/hr	\$300/hr
Upper Level	\$75/hr	\$75/hr
Caterer's Corner	\$50 (one time charge)	\$50 (one time charge)

**City staff will set up tables, chairs, and a/v prior to event. However, customer must include any time they may need to set up or clean up in their reservation hours. Renters and their guests/vendors will not be granted access to rented areas until the start time on the contract. Vendors could include caterers, event planners, photographers, etc. The Caterer's Corner is solely for warming and preparing dishes. No cooking is permitted. The Upper Level may only be rented in conjunction with the Main Hall and usage must be within contracted hours of rental for Main Hall. If you wish to reserve the Upper Level only, Main Hall rates would apply.*

<u>Business Rates</u>	<u>Mon-Fri</u>	<u>Sat-Sun/Holidays</u>
Main Hall	\$60/hr (2hr min)	\$1500/5 hrs
Additional Hours	N/A	\$300/hr
Upper Level	\$60/hr	\$75/hr
Caterer's Corner	\$50 (one time charge)	\$50 (one time charge)

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Business Rate W/

<u>Social Function</u>	<u>Mon-Fri</u>	<u>Sat-Sun/Holidays</u>
Main Hall	\$650/5 hrs	\$1500/5 hrs
Additional Hours	\$130/hr	\$300/hr
Upper Level	\$75/hr	\$75/hr
Caterer's Corner	\$50 (one time charge)	\$50 (one time charge)

**City staff will set up tables, chairs, and a/v prior to event. However, customer must include any time they may need to set up or clean up in their reservation hours. Renters and their guests/vendors will not be granted access to rented areas until the start time on the contract. Vendors could include caterers, event planners, photographers, etc. The Caterer's Corner is solely for warming and preparing dishes. No cooking is permitted. If you wish to reserve the Upper Level only, Main Hall rates would apply.*

<u>Certified Non-Profits</u>	<u>Mon-Fri</u>	<u>Sat-Sun/Holidays</u>
Main Hall	\$60/hr (2hr min)	\$1500/5hrs
Additional Hours	N/A	\$300/hr
Upper Level	\$60/hr	\$75/hr
Caterer's Corner	\$50 (one time charge)	\$50 (one time charge)

**Organization must provide proof of 501(C)3 Status. If renting the Upper Level only, there is a 2 hour minimum.*

<u>Security Deposits</u>	<u>Mon-Fri</u>	<u>Sat-Sun/Holidays</u>
Customer Rate	\$450	\$450
Business Rate	\$250	\$450
Business Rate W/ Social Function	\$250	\$450
Certified Non-Profit	\$250	\$450

** Security Deposit is returnable upon satisfactory completion of the agreement. Charges for damages, lack of required cleaning, time overages, or violation of the agreement will be deducted from the deposit. Users exceeding their reserved time will be charged the applicable hourly rate. Any charges in excess of the deposit will be billed to the applicant. Security deposit is refunded to individual/company/organization represented on the contract. If deposit has been paid for by a check, the check reimbursement will take 4-6 weeks and will be sent to the payer's address on the agreement.*

Complimentary Equipment

	<u># Available</u>
6' Round Tables (seats up to 12)	10
5' Round Tables (seats up to 10)	14
4' Round Tables (seats up to 6)	8
3' Round Tables (seats up to 4)	14
6' x 2'6" Rectangular Tables (seats 3 on each side, 1 on each end)	12
9' Wooden Rectangular Tables (Upper Level)	2
14' x 4' Rectangular Walnut Table (Main Hall)	1
Banquet Style Chairs (blue)	285

**Round table measurements are listed by diameter. 14' Rectangular Walnut Table is reputed to be President James Buchanan's Cabinet table.*

A La Carte Equipment

	<u>#Available</u>	<u>Cost</u>
Restored 1922 Baby Grand Steinway Piano Tuned	1	\$225
Restored 1922 Baby Grand Steinway Piano W/O Tuning	1	\$75
Section of Stage (6' x 8')	3	\$40 each
Portable Projector	1	\$175
Portable Projection Screen	1	\$50
Portable Projector and Projection Screen	1	\$200
Amplified Podium with Microphone	1	\$75
Amplified Microphone (Main Hall only)	1	\$25
Easel	1	\$10 each
Tablecloth (Gold or White)	Plenty	\$12 each
Coffee Urn (Makes up to 55 Cups)	4	\$25 each
Early Drop Off Fee for Rental Items	N/A	\$50

(Drop off must be scheduled the day before the event or the morning of the event (dependent on venue's rental schedule). Drop off must be scheduled through Brianne Baglini or Kaveh Tajalli. Drop off items must fit in Caterer's Corner with the exception of vendor delivery. Drop off may not last more than an hour. No setup may be done during drop off.)

**Piano remains on the upper level.*

Cancellation Processing Fee

Any Rental

60+ Days Prior To Event

\$100

Within 60 Days of Event

No Refund

Rental Hours

All Rooms

Mon-Sun/Holidays

7 a.m. – 2 a.m.

**1:00 a.m. – 2:00 a.m. may be used for cleanup only. Event must end by 1:00 a.m. Facility is closed on Christmas and Thanksgiving.*

Discounts

City Operated Functions - Free if City Endorsed

Civic Associations, City Service Groups, City Boards and Commissions - (Minimum two hours, reservations can be made up to six weeks prior to event)

For recognized City civic associations, service groups and boards and commissions, as referenced in the Cost Recovery Report of 2011, the following usage is allowed: 3 non-peak uses (Monday-Friday) and 1 peak use (Saturday- Sunday) per year for \$25 per hour for entire building. Business rate will apply after 3 non-peak usages in calendar year. After peak use is used, customer rate applies. There is no security deposit for these groups. All a la carte items are charged at the customer rate.

City Resident - \$200 discount off the final balance for the rental (customer rate only).

**To qualify as City Resident 1) Bride, groom, mother, father, or legal guardian of either bride or groom must reside within the City at the time of the signing of the reservation agreement and at the time of the event. 2) Person whose name is on application resides within the City at the time of signing the reservation agreement and at the time of the event.*

Procedures and Restrictions

Appointments: If you wish to view this facility for a potential rental please call or e-mail: Brianne Baglini- 703-385-1703, Brianne.baglini@fairfaxva.gov Or Kaveh Tajalli- 703-293-7119, Kaveh.tajalli@fairfaxva.gov

Modification: City reserves the right to modify procedures, restrictions, and related guidelines as circumstances dictate.

Reservations: Reservations will be accepted on a first-come, first served basis; applications will be reviewed and the City reserves the right to cancel reservations if reservation agreement circumstances change or for a reasonable cause. All fees are due 60 days prior to the scheduled rental. Applicant must be at least 21 years of age and accepts responsibility for supervision throughout the period covered by the agreement. Rentals are taken up to 2 years in advance (exception civic associations, city service groups, City boards and commissions which are only allowed to book 6 weeks prior to the event). Name(s) of person(s) who will be on the scene and in charge during the rental must be identified to the Facility Management individual present. Only those parties specified by applicant, in addition to the applicant, will be permitted to make additions or changes to the signed agreement.

Security Deposit: Security Deposit is returnable upon satisfactory completion of the agreement. Charges for damages, lack of required cleaning, time overages, or violation of the agreement, will be deducted from the deposit. Users exceeding their reserved time will be charged the applicable hourly rate. Any charges in excess of the deposit will be billed to the applicant. Security deposit is refunded to individual/company/organization represented on the contract.

Setup & Clean-up: The diagram of your setup MUST be turned in 5 business days prior to your rental. All A/V and sound requirements must be established at this point also – NO EXCEPTIONS. Last minute additions may not be able to be accommodated. User or user's caterer will be responsible for setup that ensures minimizing the chance of damage to the building, grounds, driveway, and walkways. Plastic sheeting or bar mat must be put on the floor at points where beverages or ice containers are located. All liquids and/or ice must be contained in watertight containers (not trash bags). User or user's caterer must remove all food, equipment, and property during the reserved hours. All trash and decorations must be cleaned up and placed in designated trash receptacles provided by the City.

Arrival at the Hall: Facility management must be informed of the arrival time of the first guest/vendor. Allow enough time for caterer to set up and clean up when establishing rental time. Your contracted time is the time you will be allowed access to the room(s) you have rented. Caterers and others must be instructed not to arrive before the contracted rental time. Deliveries of rental equipment, cakes, flowers, etc., must be made during the rental period.

Personnel: The City will provide staff to monitor each rental event.

Alcohol: Alcohol may be served under the following conditions: 1) If private affair – no permit required. 2) If open to public, permit must be procured through the Alcoholic Beverage Control Board. 3) If you have a cash bar, permit must be procured through the Alcoholic Beverage Control Board. 4) If you plan to have alcohol outside, permit must be procured through the Alcoholic Beverage Control Board.

<http://www.abc.virginia.gov/enforce/forms/banquet.pdf>

Caterer's Corner: The Caterer's Corner is solely for warming and preparing dishes. No cooking is permitted.

Restroom Facilities: The Old Town Hall has ADA compliant restrooms.

Open Flames: User must seek approval prior to the event for the use of burning candles, chafing dishes, and other similar open flame sources. Any flames rising higher than their container are not permitted. Sparklers and other types of fireworks are not permitted.

Doors: All doors leading to the outside are NOT to be propped open as this creates issues with temperature/humidity as well as bugs.

Smoking: Smoking is not permitted inside the building, but is permitted outside the building and on the grounds. Users must use ash urns provided on site.

Decorations: No decorations or other items may be tacked, taped, nailed, or affixed in any way to the walls, pillars, beams, or any other surface of the building inside or out. No birdseed, rice, glitter, confetti, real flower petals, sparklers/fireworks, etc., may be used inside or outside of the building. No bubbles are allowed inside the building. Failure to abide by these regulations will result in loss of security deposit.

Holidays: Holiday decorations including a Christmas tree on the front porch and greenery, bows, and electric candles in the hall will be on display from the fourth week of November to the first week of January.

Piano: The piano is to be moved only by the Facility Management Individual present. Nothing may be placed on any surface of the piano except music scores. If music is not in its original cover, care must be used that no staples, paper clips, or similar metal objects come in contact with the piano. The piano shall be played only by the musician scheduled to perform for the rental period. Chairs, tables, and decorations must be placed at least four feet from the piano with no danger of decorations falling on the piano. The individual signing the contract will be liable for any damage to the piano.

Fire Code: Failure to comply with the fire code capacity in each room will result in immediate termination of the event and forfeiture of fee and security deposit.

Damages: User is responsible for all damages to the property and equipment. The City and the user will review the buildings with groups prior to and after use to determine conditions and any potential damage charges. Damages will be deducted from the security deposit.

Liability/Injuries: User is responsible for all injuries to guests. The City reserves the right to require the User to furnish a "Certificate of Insurance for Public Liability Insurance" in the limit of \$500,000 with coverage to cover the sale or serving of alcoholic beverages. The user will save harmless the City of Fairfax, the lesser and the City's and lesser's officers, employees, and agents on any and all claims whatsoever arising out of the use of the Old Town Hall, including any liability for death, personal injury or property damage, where incurred by the lesser, lessee (or member if lessee is an organization or group) or any and all third parties.

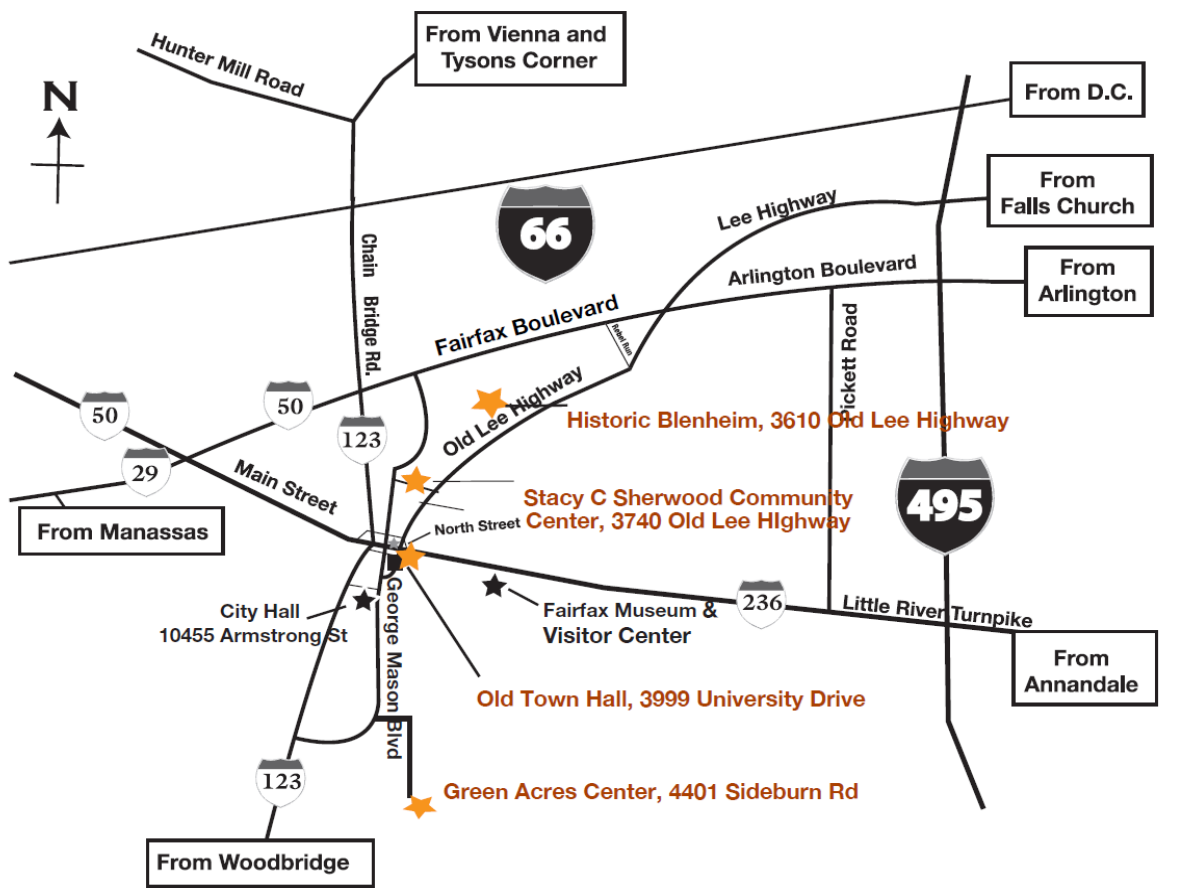
www.ebi-ins.com/tulip

Violation of Law: Violation of any laws prevailing in the City of Fairfax by any person while in attendance will be sufficient grounds for termination of the event, with forfeiture of fee and security deposit.

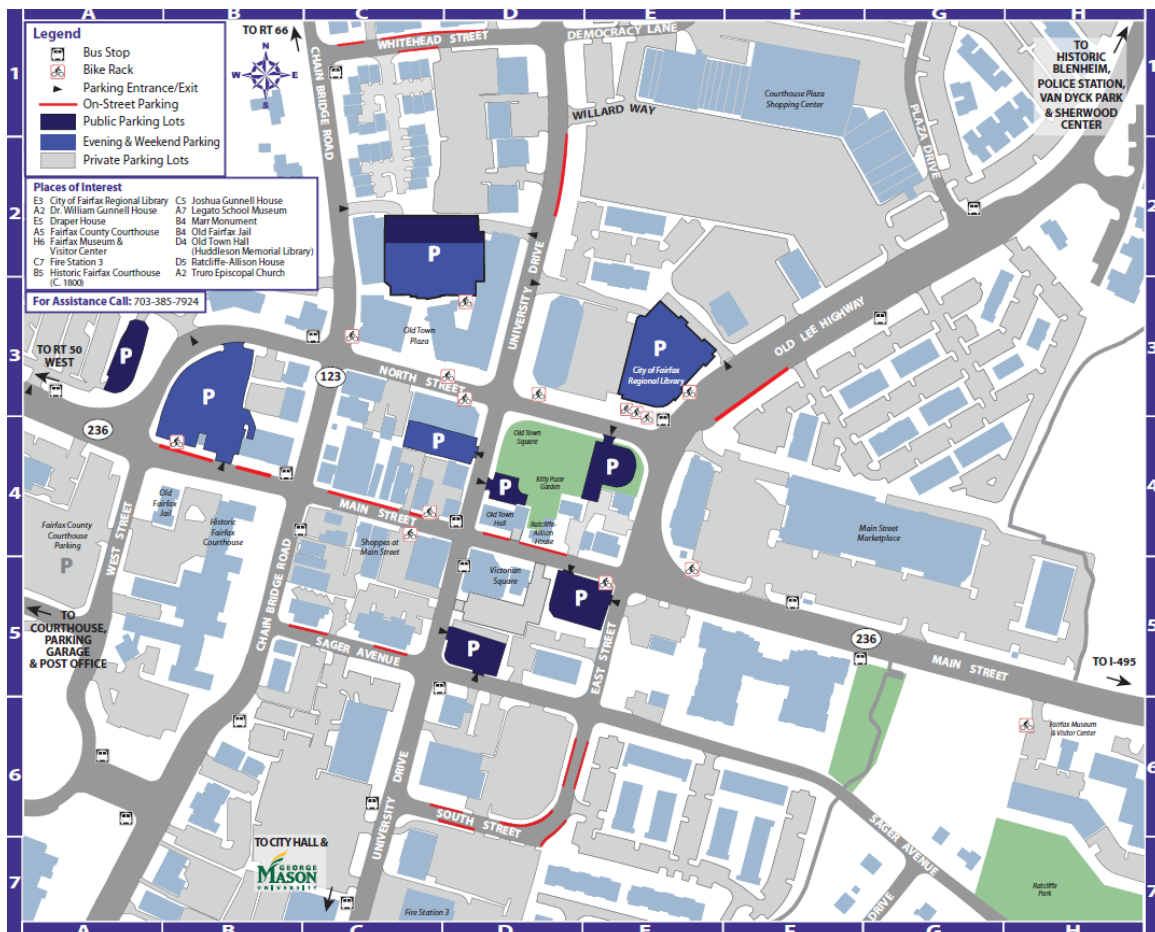
Failure to Comply: Failure to comply with these policies and conditions will result in immediate termination of the event, with forfeiture of fee and security deposit.

Inclement Weather/Conditions: The City of Fairfax will do everything in its power, within reason, to accommodate events throughout inclement weather and unforeseeable situations. Certain instances may arise in which it is unsafe for City staff to travel to the venue in question in order to open for the rental. In these instances, renters will be afforded the opportunity to reschedule their event (subject to availability) or cancel with no penalties rendered.

Cancellations: A full refund minus a processing fee of \$100, will be made if cancellation is made 60 or more days prior to the use date. No refund will be given if cancelled within the 60 days with the exception of the security deposit.



For a list of nearby restaurants and eateries, please visit <http://www.visitfairfax.com/category/restaurants/>.



Old Town Hall Reservation Agreement

Applicant's Name:		E-mail:	
Address (Street, City, State, Zip):			
Telephone #:		(H)	(W) (C)
Name(s) of person(s) who will be responsible throughout the event (if wedding/reception, someone other than the bride or groom to complete walk through): (1) (2) (3)			
Name(s) of person(s) who will be authorized to make changes or additions to the contract: (1) (2) (3)			
Additional contact information (must be someone other than applicant):			
Activity:		Date of use:	
Main Floor Hours of Use:		From: am/pm	To: am/pm
Upper Level Hours of Use:		From: am/pm	To: am/pm
<i>*Customers must include any time they may need to setup or cleanup in their reservation hours. Renters and their guests/vendors will not be granted access to rented areas until the start time on the contract. Vendors could include caterers, event planners, photographers, etc.</i>			
Maximum # of people that will be in attendance at any one time (please see policies and conditions):			
Will food be served?	Will alcohol be served?	Will alcohol be sold?	Is the activity intended to be a fund-raising venture?
Yes / No	Yes / No	Yes / No	Yes / No
Is the activity open to the public?: Yes / No			
If yes to the preceding question, is any charge (including but not limited to the bar, door and cover charge) going to be levied?: Yes / No			
If yes, explain:			
Caterer's Name: (Will need 2 weeks prior to event)		Caterer's Telephone #: (Will need 2 weeks prior to event)	
What special equipment will your caterer bring?			
The applicant will use the premises exclusively for the use stipulated above, and will assume complete responsibility for all activities connected to the use of the center. The applicant will comply fully with all federal, state, and local laws and regulations governing the premises and conduct of the lessee and its guests.			
COURT ENFORCEMENT			
The applicant will save the City of Fairfax, the lessor and the City of Fairfax's lessor's officers, employees, and agents completely harmless on any and all claims whatsoever arising out of the use of the Old Town Hall including any liability of death, personal injury or property damage, whether injured by the lessor, lessee (or member if lessee is an organization or group) or by any and all third parties.			
PAYMENT AND RESERVATION			
This agreement, accompanied by fee, must be signed by the applicant and approved by the City of Fairfax before the reservation can be confirmed. Full payment is due 60 days prior to the rental date. I have read this agreement and the Policies and Conditions included with this form (pages 4-5) and agree to abide by their terms. At this time, the credit card used to pay for the security deposit will be automatically charged unless instructed otherwise by renters.			
SIGNATURE:		DATE:	
A restored 1922 baby grand piano is available for rental on the Upper Level only for an additional fee. The piano is to be moved only by the facility management individual present at OTH (i.e. member of City of Fairfax Parks and Recreation Department). Nothing may be placed on any surface of the piano except music scores. If music is not in its original cover, care must be used that no staples, paperclips, or similar metal objects come in contact with the piano. The piano shall be played only by the musician scheduled to perform for the rental period. Chairs, tables, and decorations must be placed at least four feet from the pianos with no danger of decorations falling on the pianos. The individual signing this agreement will be liable for any damage to the piano. I have read the conditions related to the use of the piano and agree to abide by their terms.			
APPLICANT'S INITIALS:		DATE:	
Make checks payable to "City of Fairfax." Or if paying by credit card, complete the following:			
Credit Card #:		Expiration Date: Security Code:	
Name of Card Holder (Please Print):		Signature of Card Holder:	
Address of Card Holder:		E-mail of Card Holder:	
Phone Number of Card Holder:			

A La Carte Menu

Please check all that apply and mark the amount that is needed.

✓	<u>A La Carte Equipment</u>	<u>#Available</u>	<u>Cost</u>
	Restored 1922 Baby Grand Piano Tuned	1	\$225
	Restored 1922 Baby Grand Piano without Tuning	1	\$75
	Section of Stage (6' x 8')	3	\$40 each
	Portable Projector	1	\$175
	Portable Projection Screen	1	\$50
	Portable Projector and Projection Screen	1	\$200
	Amplified Podium with Microphone	1	\$75
	Amplified Microphone (Main Hall Only)	1	\$25
	Easel	1	\$10 each
	Tablecloth (White)	Plenty	\$12 each
	Tablecloth (Gold)	Plenty	\$12 each
	Coffee Urn (Makes up to 55 Cups)	4	\$25 each
	Early Drop Off Fee for Rental Items (Drop off must be scheduled the day before the event or the morning of the event (dependent on venue's rental schedule). Drop off must be scheduled through Brianne Baglini or Kaveh Tajalli. Drop off items must fit in Caterer's Corner with the exception of a vendor delivery. Drop off may not last more than an hour. No setup may be done during drop off.)	N/A	\$50
✓	<u>A La Carte Space</u>	<u>#Available</u>	<u>Cost</u>
	Caterer's Corner	1	\$50 one time charge
✓	<u>Waiver</u>	<u>Initials</u>	
	I do not wish to use any of these items/services.		

Signature _____