



# City of Charles Town

101 East Washington Street, P.O. Box 14, Charles Town, WV 25414  
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## CHARLES WASHINGTON HALL SECOND FLOOR RENTAL REQUEST JANUARY 2024

Thank you for your interest in reserving the Second Floor of Charles Washington Hall for your event! In this packet, you will find all the information and forms necessary to rent the Second Floor of Charles Washington Hall for your event, meeting or other function. It includes:

- Reservation Request Form
- Charles Washington Hall - Rental Agreement and Terms and Conditions
- Charles Washington Hall – Policy and Reservations Procedures Agreement

A completed Request Form, Rental Agreement, and Policy Agreement must be submitted to the City of Charles Town **at least 60 days prior to your event date** but can be submitted up to six months prior. Once received, it will be processed within 10 days and you will be informed of the cost of your rental. Full payment and all completed paperwork is required to confirm your reservation. Submission of a Request does NOT constitute approval. Reserving multiple dates in consecutive succession is generally discouraged but may be permitted.

### Charles Washington Hall Rental Rates:

Monday, Tuesday, Wednesday, Thursday: \$175

Friday, Saturday, Sunday: \$350

Full Weekend (Friday-Sunday): \$900

\*Non-Profit Discount of \$50 per event with proof (501c3 letter from the IRS) of non-profit status which will be required.

## CW HALL RENTAL REQUEST

**Reservation Date:** \_\_\_\_\_ **Start time (includes set up):** \_\_\_\_\_ **End time:** \_\_\_\_\_

**Name of Person Submitting Application:** \_\_\_\_\_

**Organization if Applicable:** \_\_\_\_\_

**Address, City, State, Zip:** \_\_\_\_\_

**Cell:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Alternate/Emergency Contact Name, Phone, Cell, Email:** \_\_\_\_\_

**Estimated Attendance:** \_\_\_\_\_ **Open to Public?:** Yes / No

**Name/Description of Event:** \_\_\_\_\_

**Planned Activities:** \_\_\_\_\_

**Will be used for fundraising?:** Yes / No

**If used for fundraising, what will net proceeds be used for?** \_\_\_\_\_

**Are you proposing to have alcohol at your event?:** Yes / No

If Yes:

Have you have attached proof of full liquor liability insurance, wavier of subrogation, and general liability insurance?: Yes / No

**Have you read the Charles Washington Hall Rental Agreement and Terms and Conditions?:**

Yes / No

**Will you be using outside Vendors (such as caterers, etc.) and/or does your event feature Vendors selling any items?** Yes / No

**Will food or beverages be served? If so, please indicate what is planned.**

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I have read and signed both the Charles Washington Hall Policy and Reservations Procedures Agreement, and the Charles Washington Hall Rental Agreement and Terms and Conditions in its entirety, which is included in this submission. By signing below, I agree to indemnify and hold harmless the City of Charles Town and the Charles Town Building Commission against any and all liability, claim, loss or payment of any kind arising out of uses of the facility and actions that may be caused during my event.

**Applicant Print Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Applicant Signature:** \_\_\_\_\_