



CITY OF MANASSAS

Please send completed registration form with payment to:

Parks, Culture & Recreation Headquarters

9101 Prince William Street, Manassas, VA 20110 / 703-257-8453

(Reservation request is honored on a first-come-first-serve basis and will not be processed or guaranteed without payment)

EVENT VENUE APPLICATION

Date requested _____ Time (beginning) _____ (end) _____
(Must include adequate time before & after for set-up/clean-up)

Estimated number of people _____ *(For events exceeding 200 persons please see regulations.)*

Name _____ Phone _____

Mailing address _____

Email address _____

If you are affiliated with a group or organization, list name here _____

Rental Type: Corporate _____ Private: _____ Non-Profit: _____ *(check one)*
(Non-profit require proof of status)

Rental Location: _____ Harris Pavilion _____ Liberia House Grounds _____ Museum Lawn *(check one)*

Name of individual responsible the day of the event for cleanup and damage prevention:

Mobile Number _____ Email Address _____

Type of Event: _____ Public _____ Private Will alcohol be served? _____ Yes _____ No
(Please see regulations concerning alcohol.)

Official Use Only:

Payment Details:

Cash ___ Check # _____ Credit Card _____

Breakdown of Cost Due:

50% Deposit \$ _____
(Due at time of booking to make reservation)

Security Deposit \$ _____
(Due at time of booking to make reservation)

Balance Due \$ _____
(Due 30 days prior to event start date)

Required Documents & Payment Received Dates:

- _____ 50% Deposit
- _____ Balance Received
- _____ Security Deposit Received
- _____ Certificate of Insurance
- _____ Proof of Umbrella License Received
- _____ Proof of Alcohol License Received
- _____ Proof of Health Dept. Permit Received
- _____ Proof of Public Use of Grounds Permit Received

EVENT VENUE FEES

Harris Pavilion:

Event Type:	Half Day (4 hours)	Full Day (8 hours)
Non-Profit Organization	\$250.00	\$350.00
Private Social Event (less than 200 people)	\$250.00	\$350.00
Private Social Event (more than 200 people)	\$750.00	\$1,000.00
Private Corporate Event (less than 200 people)	\$750.00	\$1,000.00
Private Corporate Event (more than 200 people)	\$1,000.00	\$1,250.00
Banner Display (1-7 days prior to event)	N/A	\$150.00

Liberia House: (grounds only)

Event Type:	Half Day (4 hours)	Full Day (8 hours)
Non-Profit Organization	\$500.00	\$750.00
Private Social Event (less than 200 people)	\$500.00	\$750.00
Private Corporate Event (less than 200 people)	\$750.00	\$1,000.00

Manassas Museum Lawn: (grounds only)

Event Type:	Half Day (4 hours)	Full Day (8 hours)
Non-Profit Organization	\$250.00	\$350.00
Private Social Event (less than 200 people)	\$250.00	\$400.00
Private Social Event (more than 200 people)	\$350.00	\$500.00
Private Corporate Event (less than 200 people)	\$750.00	\$1,000.00
Private Corporate Event (more than 200 people)	\$1,000.00	\$1,250.00

Harris Pavilion is available to rent during the warmer months from mid-April to late October for special events, ceremonies, festivals, shows and parties. The Pavilion is 120 feet long, 60 feet wide and 30 feet high with restroom facilities. The Pavilion holds 1,000 people standing, 750 people seated theatre style and 500 people seated at tables. The hours of use are 9 a.m. until 11 p.m. seven days a week. The Pavilion is ideal for music and dancing and is handicapped accessible. Outdoor tents larger than a 10' x 10' and stages require a permit and inspection. For more information about obtaining these permits and inspection contact Development Services at 703-257-8278.

The grounds at **Liberia House** are available to rent for outdoor weddings and special events. This historic 18-acre wooded property can host parties under 200 people with restroom facilities and limited parking. The open hours for rentals are from 9 a.m. until 8 p.m. seven days a week. Outdoor tents larger than a 10' x 10' and stages require a permit and inspection. For more information about obtaining these permits and inspection contact Development Services at 703-257-8278.

Manassas Museum Lawn (grounds only) are available for rental seven days a week from 8 a.m. – 9 p.m. This location can accommodate outdoor special events, weddings and private gatherings over 200 people. Available parking is located in the downtown with limited availability onsite. Restroom facilities are available inside the Manassas Museum and are open to the public from 10 a.m. until 5 p.m. Outdoor tents larger than a 10' x 10' and stages require a permit and inspection. For more information about obtaining these permits and inspection contact Development Services at 703-257-8278.

PLEASE READ “CITY OF MANASSAS EVENT VENUE RULES & REGULATIONS” SHEET**

The above information is true and accurate to the best of my knowledge, and I expressly represent hereby that I have the authority to bind the organization by my signature below. In signing below, I agree that my organization has received a copy of the Event Venue Rules and Regulations, has read and understands these rules and regulations and agrees to abide by them. I further agree by my signature below that approval of this application shall be subject to the discretion of the City of Manassas and/or Management Company, that any activities permitted hereby shall be limited to those listed on the application, and that the City's Personnel may terminate this agreement with or without cause at any time prior to or during the event.

In addition, for and in consideration of the City of Manassas permitting the use of public property for either public or private event, I/we, the undersigned applicant(s) do forever release and covenant to hold harmless the City of Manassas and their employees from any and all claims or causes of action for injuries, costs, expenses, including reasonable attorney's fees, or other damages which I/we or my guest or invitees may hereafter have as a result of the use of a municipal facility or facilities for a public or private event.

In the event of cancellation, Applicant agrees to limit the City's liability to the amount of the application fee as outlined in the Rules & Regulation sheet. I further agree that I shall be responsible for obtaining all necessary permits and approvals required under Federal, state or county laws, ordinances, rules or regulations in advance of exercising the privileges granted hereunder and will make available for inspection any permit granted by the City's Management Company or by any governmental body or agency during all times in which the activities are being conducted.

Signature

Date

Name**

**** Person listed above is responsible for abiding by all City of Manassas rules and regulations, including all of the rules listed on the attached sheet. By signing this reservation form, you are acknowledging you have read and will abide by all of the rules listed on the sheet.**

****A valid Certificate of Insurance (COI) with minimum limits of \$1,000,000 accompanied by a policy endorsement naming the City of Manassas as an additional insured. If alcohol is being served, host liquor liability coverage is also required. The insurance certificate must be received by the City of Manassas at least 30 days prior to the event.**

CITY OF MANASSAS, EVENT VENUE RULES & REGULATIONS

(Please keep this page for your reference)

1. **Please bring the completed and approved reservation form with you for verification purposes should you be asked to provide proof of your rental date and time.**
2. Event Venue is available for rental daily with some exceptions* during available rental times, unless otherwise specifically permitted by the City of Manassas. Reservations for the event venue are on a first come, first served basis and may be made no more than one (1) year in advance. Any group or organization that establishes an annual public activity on a specific day or date will have 14 days after the event to reserve the same day or date for the next year. After this deadline, the date will become open and available for reservation.

*The Harris Pavilion is not available for rent on Memorial Day, the first Saturday in June, July 4 and 5, Labor Day, or the first Saturday in October.
3. An approved rental agreement reserves only the Event Venue with available amenities as outlined in the description. The capacity of the Harris Pavilion is 1,000 people standing, 750 people seated theatre style and 500 people seated at tables. The remainder of the Harris Pavilion property including the Gazebo and flatbed railcar may also be available. Please inquire at the time of your application if you have need of additional facilities and expect more than 1,000 people.
4. **Events with more than 200 expected attendance and/or include alcohol consumption and/or closure of any public streets will require a separate permit from the Police Department.** Please see the following link at <http://www.manassascity.org/926/Use-of-Public-Streets-Grounds>.
5. The standard security deposit is \$250.00 for groups up to 500 people; \$500.00 for groups up to 1,000 people; \$1,000 for groups of 1,500 or more. The City of Manassas reserves the right to require a higher security deposit depending on the number of people expected to attend and/or the nature of the event. The security deposit is due with final payment 30 days prior to the event and is returned upon satisfactory completion of the agreement and all policies and conditions listed herein. The security deposit will be refunded to the individual or company or organization represented on the contract. Charges for damages, cleaning, security or violation of the agreement will be deducted from the deposit.
6. Users exceeding their reserved time will be charged an hourly rate of \$100 per hour. Any charges in excess of the deposit will be billed to the user. The City of Manassas reserves the right to take legal action to collect any monies due and will seek attorneys' fees.
7. The City of Manassas must receive full payment of all charges at least 30 days prior to the event. Payment may be made by credit card online at <https://manassasechoes.com> or by cash, check or credit card in person at the Manassas Museum (9101 Prince William Street) or City Hall, Room 202 (9027 Center Street).
8. A valid Certificate of Insurance (COI) with minimum limits of \$1,000,000 accompanied by a policy endorsement naming the City of Manassas as an additional insured. If alcohol is being served, host liquor liability coverage is also required. The insurance certificate must be received by the City of Manassas at least 30 days prior to the event.
9. The Harris Pavilion is ideal for music and dancing, which are permitted. An amplification system and two microphones are available for use. It is intended for voice only amplification. For music, the user must provide a separate system.
10. Applicants are responsible for obtaining tables, chairs, stages, etc. Rental companies should be contracted to deliver and pick up equipment within the hours contracted unless otherwise approved by the City of Manassas.
11. All decorations and/or signs brought in by the individual or group renting the Event Venue must be REMOVED within the time frame allotted on the contract. If any materials are left on the premises, the renter will be fined by the City and the amount will be based on how much clean-up is required by the grounds maintenance staff. Materials may be affixed to the Harris Pavilion in such a manner as to be completely removable with no permanent marks to the facility.
12. The sound, lighting and noise ordinances of the City of Manassas must be obeyed at all times and are enforced by the Police Department. **In no instance may any event go beyond 11:00 pm.** Any special requests for lighting and/or sound requirements require written approval of the Community Development Department.
13. Alcohol may be served under the following conditions:
 - A. the individual(s) or group renting the Event Venue must apply for the appropriate permit from the Virginia Department of Alcoholic Beverage Control (VA ABC)
 - B. a copy of the VA ABC permit must be provided to the City of Manassas at least 30 days prior to the event
 - C. the area that is serving alcohol must be clearly delineated and must be monitored at all times
 - D. the individual(s) or group renting the Event Venue must comply with all rules and regulations set forth by the Virginia Department of Alcoholic Beverage Control (VA ABC) **at all times**
 - E. the VA ABC permit must be displayed at all times that alcohol is served

F. host liquor liability coverage will be required in addition to the COI noted above

14. Fireworks, weapons, and glass bottles of any type are not permitted in City parks and Event Venues alike.
15. The planned use of cooking and/or use of open flames must be approved by the City of Manassas Fire Marshal prior to the event. There is no preparation space or kitchen space or equipment for caterers. Contact the Fire Marshal at (703) 257-8458.
16. Electrical outlets are available throughout the Harris Pavilion. Electrical cords are the responsibility of the group/organization and must be in good working order/condition and must be securely taped down or covered in areas of foot traffic.
17. The removal of city-owned or leased property from the rented area is strictly prohibited.
18. The rented site must be vacated by time specified on contract.
19. No confetti or rice may be used in City parks and Event Venues alike. Birdseed and bubbles are permitted.
20. Your trash and all litter must be removed from the premises. The individual(s) or group renting the Event Venue is responsible for all clean up. Additional costs will be incurred if the Event Venue is not left in "as found" condition.
21. **Rental cancellation fees: A written cancellation request received within 7 working days of the rental date shall be granted a refund of the rental fee. A reservation that is cancelled with less than 7 working days notice will not receive a refund.**
22. Vehicles must be parked in designated paved parking areas only and are not permitted on the grass. Cars may be towed at owner's expense. No vehicles are permitted on the Harris Pavilion surface at any time.
23. Violation of any rule or condition of the contract may result in loss of future rental privileges. Additional charges may be applied if any damage to City property is found. Any damage due to misuse will be the responsibility of the individual who is named on the rental contract.
24. If there is someone occupying your rental space, present the contract to them and ask them to vacate. If you need further assistance, please contact the non-emergency phone number for the City Police (703-257-8000).
25. Please report any vandalism of City parks and Event Venues, including the historic sites, to the Manassas City Police (703-257-8000) and the Community Development Department (703-257-8315). Our parks are for all to enjoy and must be protected and maintained.
26. Delivery of rental equipment, cakes, flowers, etc. must be made during the rental period. The City of Manassas **will not accept** any deliveries for events at any rental location.
27. Harris Pavilion and Liberia House restrooms are available and will be opened a half hour prior to the event and locked a half hour after the event.
28. Two contact phone numbers, of the individual(s) or group renting the Event Venue are required. This person should be available as a point of contact throughout the time specified rental permit.