



Petersburg Library Foundation

CONFERENCE AND EVENT CENTER APPLICATION

Event Name: _____

<i>Applicant /Organization's Name</i>	<i>Street Address</i>	<i>Telephone Number(s)</i>
		Cell:
		Home:

<i>Non- Profit #</i>	<i>SSN # OR Driver's License Number:</i>
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<i>Contact Person (If different from Applicant)</i>	<i>Street Address</i>	<i>Telephone Number(s)</i>
		Work:
		Home:
		Cell:

Brief Description of Event (Overall event program format including the types of activities):

Alcoholic Beverages Be ☐Served ☐Sold ☐ Not Applicable

The Virginia Alcoholic Beverage Control Special Event License will be at Applicant's expense.

Anticipated Number of Persons Attending:	
Admission Charge/ Entry Fee In Advance:	Date of Event:
	Rain Date:



INDEMNITY AGREEMENT

Lessee shall indemnify and hold harmless from and against any and all claims arising from Lessee's use of the Premises, or from the conduct of Lessee's business or from any activity, work or things done, permitted or suffered by Lessee in or about the Premises or elsewhere and shall further indemnify and hold harmless Petersburg Library Foundation, Inc. (PLF) from and against any and all claims arising from any breach or default in the performance of any obligation on Lessee's part to be performed under the terms of this Lease, or arising from any negligence of the Lessee, or any of Lessee's agents, contractors, employees, customers, invitees, or guests and from and against all costs, attorney's fees, expenses and liabilities incurred in the defense of any such claim or any action or proceeding brought thereon; and in case any action or proceeding be brought against PLF by reason of any such claim, Client upon notice from PLF shall defend the same at Lessee's expense by counsel satisfactory to PLF, Lessee, as a material part of the consideration to PLF, hereby assumes all risk of damage to property or injury to persons, in, upon or about the Premises arising from any cause and Lessee hereby waives all claims in respect thereof against PLF.

Special Event liability insurance is required for Lessee and any caterers. Established catering services may use their license and insurance. The insurance must, at renter's sole expense, provide and maintain public liability and personal property damage insurance, insuring PLF, its employees, contractors and contracted vendors against all bodily injury, property damage, personal injury and other loss arising out of Lessee's use and occupancy of the Premises, or any other occupant on the Premises, including appurtenances to the Premises and sidewalks. The insurance required hereunder shall have a per occurrence limit of liability of not less than \$1 million, and general aggregate liability of not less than \$2 million. **Petersburg Library Foundation, Inc. & PPL Development Co., Inc. shall be named as an Additional Insured of said policy.** If Alcohol is to be served policy must include Liquor Liability coverage, with a per occurrence limit of not less than \$1 million, and any required permits must be obtained and proof thereof submitted 24 hours prior to the event. A certificate of insurance must be supplied at least two weeks prior to the event.

Any caterers and/or outside vendors, companies, and/or institutions must provide a copy of their certificate of insurance and catering license to PLF naming Petersburg Library Foundation, Inc. & PPL Development Co., Inc. as Additional Insured and proof of such insurance must be delivered to PLF at least two weeks prior to the event.

Signature *(Event Organizer Must Sign)*

Date

Affidavit of Applicant

I certify that the information contained in this Event Application is true and correct to the best of my knowledge and belief and that I understand and agree to abide by all regulations, provisions, and rules governing Library Events as set forth by the Petersburg Library Foundation. I understand that this application is made subject to the rules and regulations established by the Petersburg Library Foundation. I agree to abide by these rules and further certify that, on behalf of the organization, I am authorized to commit that organization, and therefore agree to be financially responsible for any cost and fees that may be incurred by or on behalf of the Event to the Petersburg Library Foundation.

Signature *(Event Organizer Must Sign)*

Date

THE PETERSBURG LIBRARY FOUNDATION

RECEIPT

Date Application Received: _____

FEES TO BE PAID BY: _____

\$ _____ Use of Event Space

\$ _____ Use of Audiovisual Equipment

\$ _____ Tables # _____

\$ _____ Security

Amount: \$ _____

DEPOSIT AMOUNT \$ _____

RECEIVED DATE _____

SIGNATURE _____

BALANCE AMOUNT \$ _____

RECEIVED DATE _____

SIGNATURE _____

Insurance Certificate received on _____

(Initial) _____

CUSTOMER REFUND FORM

APPLICANT: _____ Phone number _____

DATE OF EVENT: _____

REASON FOR REFUND: _____

Please refer to Policy and Procedures Section 5 for Refund Policy

Applicant _____

Date _____

DATE REFUND REQUEST RECEIVED BY EVENT CENTER STAFF: _____

EVENT CENTER STAFF: _____

AMOUNT OF REFUND: \$ _____ DATE REFUND SENT: _____

THE PETERSBURG LIBRARY FOUNDATION

Submit a hard copy and all attachments of this Special Event Application to:

**Petersburg Library Foundation
Library Conference and
Event Center
201 West Washington St.
Petersburg, Virginia 23803
Phone: 804.733.2387**

MAKE CHECKS PAYABLE TO:

Petersburg Library Foundation

****APPLICATIONS Must be submitted to the office above. For your convenience, we accept MasterCard and VISA. Please note, additional fees will be attached to the special event as it relates to city services needed (i.e., Police, Emergency Services, Fire, PublicWorks Permits for street closures, Public Works Services (barricades, cones), Commissioner Revenue (Business License).**