



DEPARTMENT OF PARKS AND RECREATION
 ATHLETIC AND FACILITIES SERVICES DIVISION
 Fort C. F. Smith Park, Hendry House
 2411 24th Street North, Arlington, VA 22207
 TEL: 703-228-7036 | EMAIL: HendryHouse@arlingtonva.us | www.arlingtonva.us

RESERVATION AGREEMENT

Date of Event: _____ Time of Event: _____ a.m./p.m. TO _____ a.m./p.m.
 (Includes all setup and cleanup times.)

Name: _____

Work Phone: _____ Home Phone: _____

Address: _____

City: _____ State: _____ Zip: _____

Email: _____

The security deposit will be returned to the above name and address unless written notice of a change in name/address is received prior to the reservation date.

Type of Activity: _____ Estimated Attendance: _____

Tent/Canopy to be used? YES NO Tent/ Canopy Size: _____

If the Tent/Canopy needs to be setup the day before &/or taken down the next day, an additional fee will be assessed.

Caterer Name: _____

Caterer Point of Contact: _____ Phone #: _____

Rental Company: _____ Phone #: _____

Alcoholic beverages served? YES NO Alcoholic beverages being sold? YES NO
 (Special conditions apply, if selling alcohol.)

Name of the person who will be on the premises and in charge throughout the reservation period:

Name: _____ **Best Contact Phone #:** _____

Where did you hear about us? _____



RESERVATION POLICY STIPULATIONS

- 1. TIME LIMITS:** The facility is available for use Monday – Friday, 8:00 a.m. - 10:00 p.m. & Saturday & Sunday 7:30 a.m. – 10:00 p.m. All amplified music must be turned off by 9 p.m. Reservation time includes all setup and cleanup times. If the Client does not vacate the premises within the contracted reservation period, one-half the security/cleanup deposit plus additional hour rate charges for each hour and fraction thereof when the Client uses the facility and/or grounds may be withheld. Use of the facility is only for the times and dates listed in this contract.
- 2. ADDITIONAL HOURS AND/OR CHANGES IN SCHEDULE:** Changes in hours or use with approval thereof will be accepted with written notice from the CLIENT, accompanied by payment, if applicable. One-half the security/cleanup deposit plus additional hour rates will be withheld if time limits on the contract are exceeded (see above).
- 3. CANCELLATION:** Cancellations must be received in writing. The \$500 security/cleanup deposit will be forfeited for any written cancellation received within 90 days of event date. If written cancellation is received more than 90 days in advance of the scheduled date, and the date is rebooked, one half of the deposit (\$250) will be returned. Full refund of prepaid reservation fees (minus the \$500 security deposit) will be made if cancellation is made at least ninety (90) days prior to the approved scheduled reservation period. One-half of prepaid reservation fees will be refunded if the cancellation is made forty-five (45) to eighty-nine (89) days prior to the approved scheduled reservation period. No refund of prepaid reservation fees will be made less than forty-five (45) days prior to the approved scheduled reservation period. If the Arlington County Government must cancel an approved scheduled reservation, the full paid amount will be refunded for the said time and that is the sole remedy available to the CLIENT. In such an event, the CLIENT will not hold Arlington County Government liable for any loss. (Reservation fees include all fees except the security/cleanup deposit.) In the event of significant inclement weather as determined by Arlington County Government, other mutually agreed upon arrangements may be made.
- 4. RESPONSIBILITY:** The CLIENT must ensure that caterers, rental companies, etc. comply with the time limits, parking restrictions, no smoking, and all other regulations. Clients also must hire professional assistance to assure set up and clean up within the rental time period. Non- professionals, volunteers or guests may not be relied upon for a portion of this work.

The CLIENT is responsible for all damages and/or injuries to persons or property resulting from use of the property by the CLIENT and the CLIENT'S guests, contractors, agents, and employees. The building and grounds will be inspected prior to and after use by staff to determine condition and potential damage charges. Damages will be deducted from the security/cleanup deposit. If the security/cleanup deposit is insufficient to cover costs, the Client will be billed for the remainder. The CLIENT will incur any fees involved in recouping monies owed thereof.

- 5. VENDORS:** Caterers, rental companies and others that violate reservation policies will be prohibited from the site for further activities. All catered events must employ professional and fully insured caterers. Only FULL-SERVICE catering is allowed. No drop offs.

CLIENT INITIALS: _____

6. **CAPACITY:** The Client must comply with capacity guidelines as provided to them by facility staff. This building capacity is set by the Occupancy Permit and cannot be exceeded. This is in accordance with building fire code regulations and cannot be adjusted. If necessary, staff will immediately shut down the event to enforce this regulation. Capacity: 50 for a meeting; 85 for a standup reception; 65 for a banquet; 150 with the addition of a tent. Groups over 85 are required to rent a tent.
7. **ALCOHOLIC BEVERAGES:** Consumption of alcoholic beverages is only permitted if beverages are served by a licensed and insured vendor. An Alcoholic Beverages Use Permit is required and must be purchased from Arlington County. Depending upon the specific type of activity, a banquet permit from the State of Virginia may also be necessary. Bars must be set up only in designated areas and stored alcoholic beverages must be kept in restricted areas. The consumption of alcohol is prohibited in the historic district, including the earthworks, the nature trail, parking lot, and street. No beverages may be served in their original containers. The entire security/cleanup deposit will be withheld for violation of this policy. The use of red beverages is strictly prohibited. (Red wine is allowed.) Also, for the safety of other guests and the protection of the facility a guest may be denied further alcoholic beverages at any time by the bartender, his or her catering manager or the on-site county event supervisor. The CLIENT hereby indemnifies, holds harmless and agrees to defend the County, its agents and employees from any liability associated with the use, consumption, or possession of alcoholic beverages on County property and to provide adequate liability insurance covering the CLIENT, the entity represented and the County and its officers, agents and employees from any such liability. The insurance requirements are listed in the Alcoholic Beverages Use Permit.
8. **SMOKING:** Absolutely NO SMOKING is permitted in the building or on the covered porch. Cigarette urns are provided on the patios. One-half the security/cleanup deposit will be withheld for violation of this policy.
9. **CANDLES AND FIREPLACE USE:** Non-drip candles only are permitted on tables as part of centerpiece displays and must be enclosed. The fireplaces may not be used.
10. **CLEANUP:** The CLIENT is responsible for removing all trash, food, utensils, glassware, beverage containers, equipment, etc. from the building and grounds before the end of the reservation period. If more than routine cleanup by park staff is necessary, the CLIENT will be charged \$100 an hour for each extra hour of cleaning. A deduction of one-half of the security deposit will be made. The CLIENT must supply trash bags. The use of birdseed, flower petals, confetti, rice, silly string, bubbles, or sparklers is prohibited.
11. **ANIMALS AND PETS:** No animals or pets are allowed in the Hendry House.

CLIENT INITIALS: _____

12. EVENT PARKING AND PARK ACCESS:

- a. ALL vehicles must be parked in designated parking spaces. Fire lanes must be kept open. The police will be contacted if the CLIENT is in violation. No vehicles are permitted on the lawns and/or pathways for any reason, at any time. One-half the security/cleanup deposit will be deducted if this policy is violated.

- b. The CLIENT’S caterer or entertainment provider shall have access to the loading area at the rear of the Hendry House. The CLIENT’S service vehicles may park at the rear of the Hendry House at the discretion of and with the prior approval of the Park Manager. No other on-site parking shall be permitted. Vehicles may not drive onto or park on lawn areas except at the direction of the Park Staff. Under no circumstances may the CLIENT’S vehicles block fire lanes, building entrances, driveways, or paths.

- c. Handicapped parking spaces are provided at the parking lot. Individuals needing special accommodations for parking will be accommodated by prior arrangement with the Park Staff.

13. FOR EVENTS HOSTING OVER 70 CARS:

- a. The CLIENT shall provide an alternative parking plan if participants in their event exceeds the use of 70 parking spaces. Arrangements for shuttle transportation to another location is the CLIENT’S responsibility. To minimize disturbance to the neighborhood, the CLIENT shall request their guests to use the parking lot, the north side of 24th St. N., or shuttle transportation. The CLIENT shall provide this request to their guests in advance of the event. The Park Manager shall make available to the CLIENT directions and a map to the park upon confirmation of the CLIENT’S reservation.

- b. The CLIENT shall provide shuttle transportation from 30 minutes prior to the scheduled event and 30 minutes after the event termination. The CLIENT shall inform their guests of the shuttle availability prior to the event. County staff and vehicles are not available to provide transportation.

- c. The CLIENT shall be responsible for adhering to the requirements of Section 12 during the event and shall provide personnel and direction to manage the shuttle and prevent their guests from violating the conditions of this Agreement.

14. DECORATING/FURNISHINGS: The Park Manager will provide the CLIENT with a list of equipment available with their reservation. All additional furnishings/decorations the CLIENT provides must be approved in advance by Park Manager. **The use of tape, tacks, or nails is prohibited.** Moving or handling artifacts, paintings, photos, etc. within this facility is prohibited. Other restrictions may apply.

15. TENTS/CANOPIES: Tents/canopies must be erected, dismantled, and removed from the grounds within the stated time of the contracted reservation period by a professional tent rental company. Clients may not put up their own tents or canopies. **THE CLIENT WILL BE CHARGED AT THE EXTRA HOURLY RATE FOR EACH HOUR AND FRACTION OF HOUR USED BEYOND THE CONTRACTED RESERVATION PERIOD TO ERECT OR DISMANTLE TENTS/CANOPIES.**

CLIENT INITIALS: _____



16. **FIRE INSPECTION FOR TENTS ON THE SITE:** If the tent is over 900 square feet or holds more than 50 people, it is the CLIENT'S responsibility to have the tent inspected by the County Fire Marshal the day of the event and give a copy of the certification of inspection to the Park Staff.
17. For safety during inclement weather guests may be asked to move into the Hendry House from a tent until the storm passes.
18. **DELIVERY AND PICKUP:** Delivery and storage of equipment in the non-climate-controlled equipment storage room on the day prior to the event may be possible if arranged with two weeks written notice. Arlington County does not take responsibility for any stored equipment. Pick-up of equipment must be within the contracted reservation period. The Arlington County Park staff cannot accept responsibility for anything left on the premises. If any personal or rental equipment is left beyond the contracted rental time an automatic \$200 storage fee will be assessed and deducted from the security/cleanup deposit. After seven (7) days all stored items will become the property of Arlington County. In addition, the Security Deposit is forfeited.

**FAILURE TO COMPLY WITH THE ABOVE CONDITIONS MAY RESULT IN IMMEDIATE
CANCELLATION OF YOUR EVENT AND/OR LOSS OF DEPOSIT.**

THE COUNTY RESERVES THE RIGHT TO DENY RESERVATION PRIVILEGES.

CLIENT INITIALS: _____

FEES FOR HENDRY HOUSE RENTAL AT FORT C.F. SMITH (Effective July 1, 2024)		
FEE TYPE	ARLINGTON RESIDENT FEES	OUT OF COUNTY FEES
Weekdays 8-Hour Rental * Monday – Friday, 8:00am - 5:00pm	\$ 535.00	\$ 1,070.00
Weekdays 4-Hour Rental * Monday – Friday, 8:00am - 5:00pm	\$ 375.00	\$ 750.00
Weekdays Additional Hours Monday – Friday (Outside of 8- or 4-Hour Rental)	\$ 80.00/HR	\$ 160.00/HR
Weekday Evenings 5-Hour Rental Monday – Thursday, 5:00pm – 10:00pm	\$ 480.00	\$ 960.00
Weekday Additional Hours Monday – Thursday (Outside of 5-Hour Rental)	\$ 80.00/HR	\$ 160.00/HR
Weekends 5-Hour Rental Friday 5:00pm to 10:00pm; Saturday and Sunday 7:30am to 10:00pm	\$ 2,140.00	\$ 4,280.00
Weekend Additional Hours Friday 5:00pm to 10:00pm; Saturday and Sunday 7:30am to 10:00pm	\$ 160.00/HR	\$ 320.00/HR
Hendry House Additional Fees		
Alcohol Beverage Permit Fee	\$ 100.00	\$100.00
Security Deposit	\$ 500.00	\$ 500.00
Tent Fee	\$ 265.00	\$ 265.00

*(Weekday rates do not apply to weddings/receptions.)

Payment Options

- **ONLINE**
 - Credit/Debit Card
 - Credit/Debit card payments can be made using Mastercard®, Visa®, and Discover®. A convenience fee of up to 3% will be charged for all debit and credit card transactions. Arlington County does not receive any portion of the fee. You can avoid fees by making online payments through eChecks.
 - eCHECK
 - You can avoid paying the 3% fee by making online payments through eChecks. Log into your online. Once all items are added to your shopping cart and you're ready to pay, click Proceed to Checkout. Select the eCheck option and enter the backing information.
- **IN-PERSON**
 - Payments can be made in person at any Arlington County community center by credit/debit card, check, cash, or money order.
- **BY MAIL (Make checks payable to Treasurer Arlington County)**
 - All payments by mail (check or money order) must be addressed to:
Department of Parks & Recreation
Administrative Services Office
300 N. Park Drive, Arlington, VA 22203

Base Fee (8 Hours)	\$
Base Fee (5 Hours)	\$
Extra Hour(s) \$ _____ X _____ Hours	\$
Alcohol Beverage Use Fee (\$100)	\$
Security Deposit	\$ 500.00
Tent Fee (\$265)	\$
TOTAL	\$

*A \$500 deposit holds the date. The balance is due 90 days prior to the event date.
The balance does not include your deposit.

PAYMENT AND RESERVATIONS:

The CLIENT, _____ must sign this form, accompanied by the security/cleanup deposit. (If contract is signed less than 90 days prior to the reservation date, payment must be in full.)

I understand that failure to comply with these terms will result in the immediate cancellation of my reservation and/or loss of deposit in addition to any other remedies which may be available to the County. I understand this contract is valid only when accompanied with the appropriate fees and signed by authorized Arlington County staff.

I know, understand, and acknowledge the risks and hazards associated with using the property (Hendry House and Fort C.F. Smith Park) and hereby assume any and all risks and hazards associated therewith. I hereby irrevocably waive any and all claims.

I agree to indemnify, defend, and hold harmless Arlington County and its officials, employees and agents from and against any and all claims, liabilities, judgments, settlements, losses, costs or charges (including attorneys' fees) incurred by the County or any of its officials, employees or agents as a result of any claim, demand, action or suit relating to any bodily injury (including death), loss or property damage caused by, arising out of, related to or associated in any way with the use of the property by the user or by the user's members, guests, employees, agents or invitees.

If alcohol is being served, the selected vendor licenses must provide evidence of liquor liability insurance by providing the County with a certificate of insurance that shows a minimum liability limit of \$1,000,000. The certificate must also contain the following language:

"Arlington County (including its elected and appointed officials, agents and employees) is added as an additional insured and liquor liability coverage is included with respect to name, date of event or various at Fort C.F. Smith Park and the Hendry House 2411 24th Street, North, Arlington, VA 22207. " Coverage afforded under this policy shall be primary as respect to Arlington County (including its elected and appointed officials, agents, and employees).

Client's Signature: _____ Date: _____

Client's Printed Name: _____