

Permit Contract

Manassas Park, Dept of Parks and Recreation

Print

99 Adams Street
 Manassas Park, VA 20111
 Phone: (703) 335-8872
 FAX: (703) 335-0053
 Email: recreation@manassasparkva.gov

Permit #9000662, Waiting Decision

Aug 31, 2011 5:04 PM



Company: NVSC
 8111 Erika Drive
 Manassas, VA 20112

Agent: Kiki Ross
 Email: kikiaross@aol.com

Customer Type: General
 Prepared By: Tamara Harrison

Home: (703) 869-5554

Charges	Taxes	Discounts	Total Charges	Total Payments	Refunds	Balance
\$50.00	\$0	\$0	\$50.00	\$0	\$0	\$50.00

▼ RESERVATIONS

Event	Resource	Center	Notes		
NVSC Type: Athletic Events Attend/Qty: 0	Signal Hill Multi-Purpose Field 3	Signal Hill Park 9300 Signal View Drive Manassas Park, VA 20111 (703) 335-8876	--		
Day	Days Requested	Date	Event Begins	Duration	Event Ends
Thursday	Sep 1, 2011	5:00 PM	2 hours	Sep 1, 2011 at 7:00 PM	
Tuesday	Sep 6, 2011	5:00 PM	2 hours	Sep 6, 2011 at 7:00 PM	
Wednesday	Sep 7, 2011	5:00 PM	2 hours	Sep 7, 2011 at 7:00 PM	
Thursday	Sep 8, 2011	5:00 PM	2 hours	Sep 8, 2011 at 7:00 PM	
Tuesday	Sep 13, 2011	5:00 PM	2 hours	Sep 13, 2011 at 7:00 PM	
Wednesday	Sep 14, 2011	5:00 PM	2 hours	Sep 14, 2011 at 7:00 PM	
Thursday	Sep 15, 2011	5:00 PM	2 hours	Sep 15, 2011 at 7:00 PM	
Tuesday	Sep 20, 2011	5:00 PM	2 hours	Sep 20, 2011 at 7:00 PM	
Wednesday	Sep 21, 2011	5:00 PM	2 hours	Sep 21, 2011 at 7:00 PM	
Thursday	Sep 22, 2011	5:00 PM	2 hours	Sep 22, 2011 at 7:00 PM	
Tuesday	Sep 27, 2011	5:00 PM	2 hours	Sep 27, 2011 at 7:00 PM	
Wednesday	Sep 28, 2011	5:00 PM	2 hours	Sep 28, 2011 at 7:00 PM	
Thursday	Sep 29, 2011	5:00 PM	2 hours	Sep 29, 2011 at 7:00 PM	
Tuesday	Oct 4, 2011	5:00 PM	2 hours	Oct 4, 2011 at 7:00 PM	

Wednesday	Oct 5, 2011	5:00 PM	2 hours	Oct 5, 2011 at 7:00 PM
Thursday	Oct 6, 2011	5:00 PM	2 hours	Oct 6, 2011 at 7:00 PM
Tuesday	Oct 11, 2011	5:00 PM	2 hours	Oct 11, 2011 at 7:00 PM
Wednesday	Oct 12, 2011	5:00 PM	2 hours	Oct 12, 2011 at 7:00 PM
Thursday	Oct 13, 2011	5:00 PM	2 hours	Oct 13, 2011 at 7:00 PM
Tuesday	Oct 18, 2011	5:00 PM	2 hours	Oct 18, 2011 at 7:00 PM
Wednesday	Oct 19, 2011	5:00 PM	2 hours	Oct 19, 2011 at 7:00 PM
Thursday	Oct 20, 2011	5:00 PM	2 hours	Oct 20, 2011 at 7:00 PM
Tuesday	Oct 25, 2011	5:00 PM	2 hours	Oct 25, 2011 at 7:00 PM
Wednesday	Oct 26, 2011	5:00 PM	2 hours	Oct 26, 2011 at 7:00 PM
Thursday	Oct 27, 2011	5:00 PM	2 hours	Oct 27, 2011 at 7:00 PM
Tuesday	Nov 1, 2011	5:00 PM	2 hours	Nov 1, 2011 at 7:00 PM
Wednesday	Nov 2, 2011	5:00 PM	2 hours	Nov 2, 2011 at 7:00 PM
Thursday	Nov 3, 2011	5:00 PM	2 hours	Nov 3, 2011 at 7:00 PM
Tuesday	Nov 8, 2011	5:00 PM	2 hours	Nov 8, 2011 at 7:00 PM
Wednesday	Nov 9, 2011	5:00 PM	2 hours	Nov 9, 2011 at 7:00 PM
Thursday	Nov 10, 2011	5:00 PM	2 hours	Nov 10, 2011 at 7:00 PM

Question	Answer
Is this a public or private youth group?	No
Do you have any special needs or medical concerns?	No
Summary	Notes
Total Number of Dates: 31	--
Total Time: 62 hours	

▼ **CHARGES**

Description	Event / Resource	Unit Fee	Units	Tax	Charge
Rental Fee- SH Field/Courts Usage- Reservation Fee	NVSC #9000662 Signal Hill Multi-Purpose Field 3	\$50.00	1.00	\$0	\$50.00

▼ **WORKFLOW STAGES**

Description	Status	Event
Facility Rental Approval Stage 1	Approved	NVSC #9000662

▼ **WAIVERS**

Rental Agreement

Waiver for: Kiki Ross
Due Date: Aug 18, 2011

The Authorized Representative hereby agrees to:

1. Accept responsibility for the proper care and maintenance of the facility while in attendance.

2. Pay for all damages that may occur, as determined by the City Staff.
3. Abide by all rules and regulations stipulated by the Manassas Park Community Center in the Rental Rules and Regulations packet.
4. Clean up responsibilities are listed in the rules and regulations. Excessive clean up will be documented and charged against the deposit.
5. Fees apply to the whole time the renter is present at the facility, including setup, tear down and clean up.
6. Uncontested refunds of deposits will occur within 30 days of the scheduled event. Contested refunds may take up to 60 days. All fees are to be paid thirty days in advance of the activity. Failure to pay any fee in a timely fashion may cause loss of the deposit and cancellation of the activity.
7. Smoking is prohibited within the building, it is allowed outside in the designated areas.
8. The use of alcohol is only permitted in the Community Center Banquet Room under the following conditions: banquet License from the state ABC Board must be provided and 2 uniformed Manassas Park police officers must be present for the entire event. Any group that fails to obtain both a license and the services of police officers prior to the event will be denied entry and will forfeit the deposit and the fee paid.
9. The catering kitchen is available upon request for an additional fee and dependent upon the rental type. You must use only the equipment provided in the kitchen, you can not bring in any deep fryers or grills to use for your event.
10. The room set-up layout must be on file at least 30 days prior to the event.
11. Separate applications are required for each date requested, unless approved as a long-term rental by the Parks & Recreation Advisory Commission or the Director of the Department.
12. Any cancellation made more than 30 days prior to the scheduled event will receive a full refund minus a \$50.00 cancellation fee. If cancellation is made less than 30 days prior to event the cancellation fee is half of the total rental fee.
13. Additional insurance may be provided if using extreme or activities deemed as additional risk.

Point of contact prior to the activity (print): _____

I agree that all areas of this contract have been explained to me. I will not hold the City of Manassas Park or any of its employees liable for any loss or injury. I attest to having a full understanding of all areas of this contract and agree to comply with all stated terms of this contract. I understand that this is a request application.

Signature (client) _____
 MPCC Employee _____

mpcc rental request for activenet

Waiver Signed by: NVSC on 08/31/2011

Signature: _____

SAMPLE TEXT: Terms & Conditions: This agreement, when signed by the applicant and a representative of the Organization, constitutes a contractual agreement binding both parties to certain obligations.

The applicant agrees to observe and obey all Organization rules and regulations. In addition, it shall be the responsibility of the applicant to pay the required fee at the time of reservation. Balance due must be paid before the scheduled event. Deposits will be returned only in the case of conditions which force the cancellation of the event.

The Organization agrees to maintain the facility, to assure that the facility is prepared properly for the

agreed-upon event, and to provide adequate sanitation facilities, subject to available equipment, resources, weather conditions and time of year.