

Sean T. Connaughton Community Plaza

Plaza Use Agreement & Rental Guidelines



Prince William County Government
Office of Executive Management
1 County Complex Court
Prince William, Virginia 22192
(703) 792-8070 Phone * (703) 792-7454 Fax
<http://www.pwcgov.org/plaza> or e-mail plaza@pwcgov.org

Table of Contents

Introduction	Page 3
Event Checklist	Page 4
User Fees & Security Deposit	Page 5
*Plaza Use Agreement	Page 6
Event Set Up Information	Page 7
*General Information and Rental Guidelines	Page 8
*Liability	Page 12
Directions	Page 13

* Documents that require signature.



Craig S. Gerhart
County Executive

COUNTY OF PRINCE WILLIAM

OFFICE OF EXECUTIVE MANAGEMENT

1 County Complex Court, Prince William, Virginia 22192-9201
(703) 792-6600 Metro 631-1703 FAX: (703) 792-7484

BOARD OF COUNTY SUPERVISORS
Corey A. Stewart, Chairman
W.S. Wally Covington, III, Vice-Chairman
Maureen S. Caddigan
John D. Jenkins
Michael C. May
Martin E. Nohe
Frank J. Principi
John T. Stirrup

Thank you for your interest in the Sean T. Connaughton Community Plaza. The Plaza may be reserved at certain times by private and public groups, individuals, civic and service associations as a venue to hold special events. Enclosed you will find information about using the facility, as well as the Plaza Use Agreement, which requires your signature should you decide that the Plaza meets your needs.

Please feel free to contact me at (703)792-8070 or e-mail plaza@pwcgov.org with any questions you may have regarding the enclosed information, or if you would like to reserve the Sean T. Connaughton Community Plaza. I look forward to working with you to make your event a great success!

Sincerely,

Patty Prince
Prince William County Government
Office of Executive Management

Event Checklist

In order to ensure a flawless event, please follow the guidelines below.
Prior to your event, you should:

- ☑ Read this packet thoroughly to ensure the Plaza meets your needs and that you are comfortable with all applicable requirements and regulations.
- ☑ Contact Patty Prince at (703) 792-8070 or plaza@pwcgov.org to review available dates and schedule your event. We will hold your requested date for five business days to allow for completion and submission of the required contracts.
- ☑ Furnish a Certificate of Insurance for your organization, listing "Prince William County" as an additional insured in the "per occurrence" limit of \$1 million. Your insurance agent will be familiar with this process.
- ☑ Read and sign the Plaza Use Agreement ("Agreement"), which includes the Rental Agreement, the General Information and Rental Guidelines. Return the Agreement along with your Certificate of Insurance and security deposit to Prince William County at:

County Executive's Office
ATTN: PLAZA
1 County Complex Court
Prince William, Virginia 22192

- ☑ To maintain your reserved date, the signed Agreement, certificate of insurance and all fees must be returned to Plaza Staff at least 30 days prior to your event. If there are less than 30 days until the proposed event, the event will not be scheduled until the Facility Use Fee is paid in full. No reservations will be taken within 10 business days of the proposed usage.
- ☑ Call (703) 792-8070 a week or two before your event to finalize all event details. At this time, all final details should be confirmed to ensure that your event is a success. Your event may be advertised for one week on the Marquee located in front of the James J. McCoart Administration Building.
- ☑ Relax and enjoy your event!

(703) 792-8070 or plaza@pwcgov.org

Facility Use Fees and Security Deposit

Half Day (up to 6 hours)* Full Day*

Non-profit organizations (Must provide proof of 501(c)3 or 501(c)6 status to qualify for this rate)	\$300.00	\$400.00
Private social events (Prince William County residents, upon verification **)	\$300.00	\$400.00
Private social events (non-Prince William County residents)	\$750.00	\$750.00
For profit organizations	\$750.00	\$1,000.00

Rates based on 300 attendees and does not include the security deposit.

**For over 300 attendees add \$1.00 per person to the Facility Use Fee.*

*** To qualify for this rate, the resident must provide a copy of his or her driver's license. For weddings or receptions, the bride or groom or their respective mother, father, or legal guardian must reside within Prince William County at the time of application as well as the time of the event. For all other social events, the host, hostess, or guest of honor must reside within the County at the time of application as well as the time of the event.*

All rental periods **must** include set-up and clean-up time. Please ensure you request enough time to accommodate your entire event. Additional staff may be required at the Plaza due to the volume of expected participation and/or attendance. If it is determined by the Office of Executive Management that additional staff is necessary, the cost is \$50.00 per hour, per staff member.

Prince William County Government, Prince William County Arts Council and Prince William County School events may be held at the Plaza with no rental charge. A completed Plaza Use Agreement must be submitted to Plaza Staff, and labor and cleanup charges may apply. Call (703) 792-8070 or e-mail plaza@pwcgov.org for additional information. Make checks payable to **Prince William County**.

Security Deposit

Security deposits are in addition to listed rental fees, and must be submitted in the form of a separate check with the completed Plaza Use Agreement. Security deposit amounts are \$250.00 for groups up to 300 people; \$500.00 for groups up to 1,000 people; \$750.00 for groups up to 1,500 people, and \$1,000.00 for groups up to 2,500 people. Prince William County 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 will be refunded to the individual or organization represented on the contract upon satisfactory completion of the agreement and all policies and conditions listed herein. Charges for damages, cleaning, security personnel or violation of the agreement will be deducted from the submitted security deposit. Users exceeding their reserved time will be charged the applicable hourly rate of \$100.00 per hour. Any charges in excess of the deposit will be billed to the renter. Prince William County reserves the right to take legal action to collect any monies due and will seek attorney fees.

Plaza Use Agreement

Name of Organization/Individual: _____
Represented by: _____
Street Address: _____
City/State/Zip: _____
Telephone: (_____) _____ Fax: (_____) _____
E-mail: _____

Event Information

Date of Event: _____ Type of Event: _____
Event Time: Beginning (including set up) _____ AM/PM End _____ AM/PM (including clean up)
Number attending this event: _____ Public Event Private Event
Alcohol Requested: YES NO ABC Permit Obtained: YES NO
Contract Caterer: ___ YES ___ NO Caterer/Vendor Name: _____

(Renter is solely responsible for facility cleanup, see Rental Guidelines)

OFFICE USE ONLY	
Facility Use Fee	\$ _____
Security/Staff Fee	\$ _____
Other	\$ _____
Total	\$ _____ Date Paid: _____
Security Deposit	\$ _____ Date Paid: _____
License Copy Submitted: ___ YES ___ NO	Certificate of Insurance Submitted: ___ Yes ___ No
Amount Refunded	\$ _____ Date: _____ Staff: _____

Make Checks Payable to Prince William County

I have read, I understand, and I agree to abide by all of the policies and procedures outlined in the General Information and Rental Guidelines, and all information provided above is true and accurate.

Signature of Applicant Date Approving Staff Representative

**KEEP THIS CONTRACT WITH YOU
THE DAY OF THE EVENT FOR PROOF OF RESERVATION**

Emergency Contacts:

In the event of an emergency during a scheduled event, or if the Renter has immediate concerns or questions, please contact:

Plaza Staff: (703) 792-8070 e-mail plaza@pwcgov.org

Plaza Use Agreement

Event Set Up Information

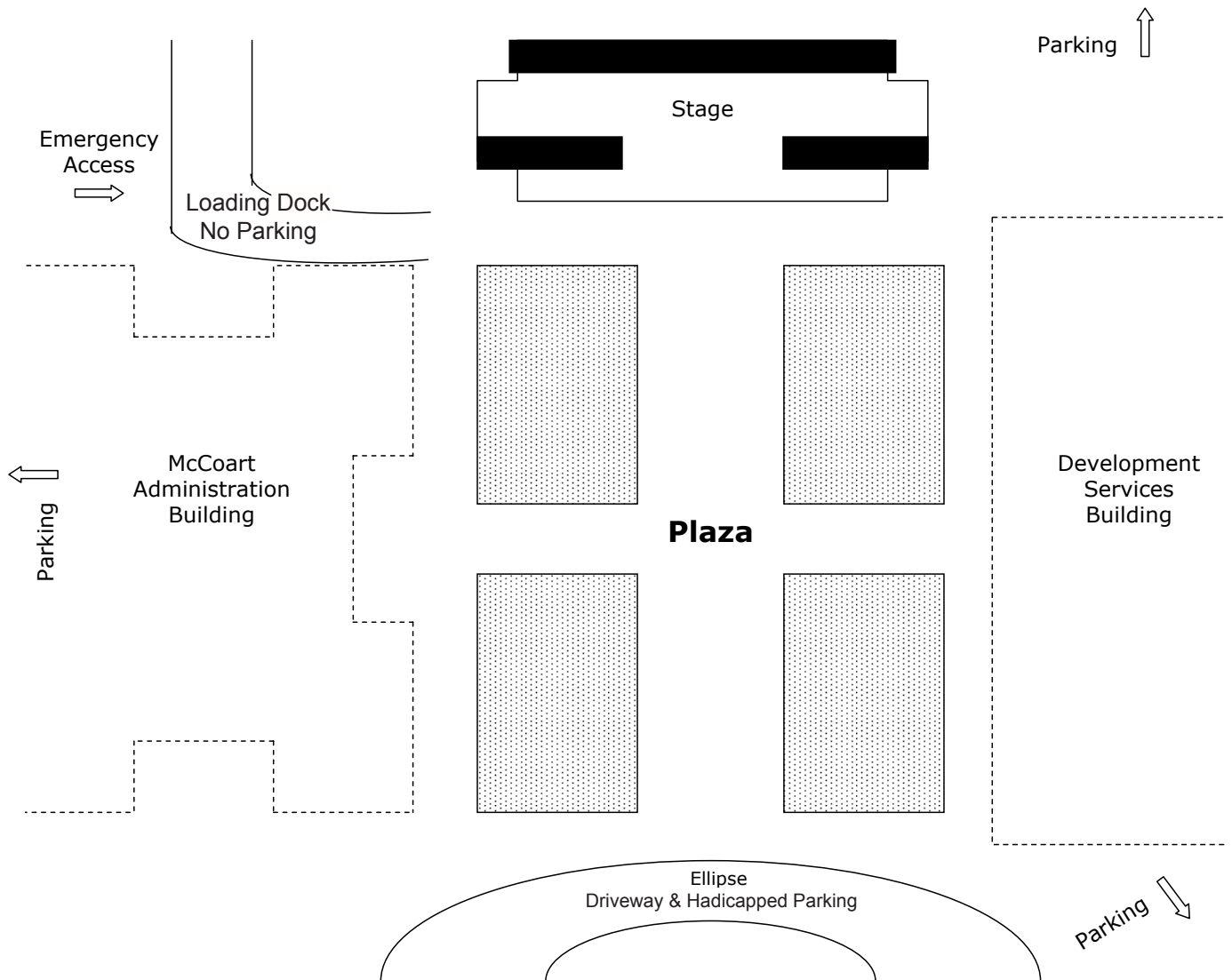
Please use the drawing below to describe decorations, event setup and any equipment you may use during your event (chairs, tables, staging, etc.)

Decorations for Your Event: _____

Sound (microphones, etc.): _____

Stage Layout: _____

Plaza Layout: _____



General Information and Rental Guidelines

Facility use is based on the Renter's (authorized representative of the group or party renting the Plaza) complete compliance with the following guidelines, as well as the renter's fully completed and County-approved Plaza Use Agreement ("Agreement"). If at any time the renter has misrepresented itself or has not adhered to the Prince William County ("PWC") guidelines, PWC may exercise its right to cancel the Agreement. The decision to terminate an Agreement could be made by either security personnel or PWC staff on the scene to ensure the safety of patrons, staff, and/or properties. Your event may be advertised for one week on the Marquee located in front of the James J. McCoart Administration Building.

Plaza Features

GENERAL: The Sean T. Connaughton Community Plaza is located between the James J. McCoart Administration Building and the Development Services Building at the Prince William County Government Complex. PWC is not responsible for injury or damage to property or persons using the facility. The renter must be present during all hours of the event, and is responsible for the behavior of participants and cleanup. The renter will be billed, and agrees to pay, for any damages in excess of the security deposit. PWC reserves the right to conduct a background investigation of any renter using the Plaza. Rental agreements and fees must be received at least 30 days in advance of event date.

PLAZA DIMENSIONS AND CAPACITY: The Plaza measures 200 feet x 300 feet with a capacity of 2,000 – 4,000 people standing. Capacity of the Plaza stage (based on fire code regulations) is 100 people/performers. The stage dimensions are 50' x 29'.

PARKING: Public parking is available at the lots throughout the complex, including in front of the McCoart Building, next to the memorials on Asdee Lane and at the stadium. The Sean T. Connaughton Community Plaza is handicapped accessible with handicapped parking in the ellipse directly in front of the Plaza.



Plaza Reservations

AVAILABILITY: Unless otherwise specified by County staff, the Sean T. Connaughton Community Plaza is generally available for rental daily April 1 through October 30 each year. All events must begin no earlier than 9 a.m. and end no later than 11 p.m., unless otherwise specified/approved by Plaza Staff. All activities and displays must be completed within the time specified in the Agreement. Setup and cleanup times must be included within the contracted rental times. The exceptions to this general availability are as follows:

1. The Plaza is not available for rental during County business hours, Monday - Friday, 8 a.m. - 6 p.m. with the exception of County-sponsored events. The Plaza is not available during Board of County Supervisors' meetings.
2. Holidays are not available unless approved by Plaza Staff. The Plaza is not available on Armed Forces Day, Sept. 11 and days of remembrance at the adjacent Freedom Park.

RESERVATIONS: Reservations for the Plaza 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, if it is available. After this deadline, the date will become open and available to the general public for reservation. All activities and displays will terminate at the specified time in the contract. No reservations will be taken within 10 business days of the proposed usage.

To reserve conference rooms in the James J. McCoart Administration Building, please fill out a Buildings and Grounds Facility Use Form. Plaza Staff can supply you with the form.

PAYMENT/FEES: The rental fee and security deposit are due in full at signing of the Agreement. Please make checks payable to Prince William County and write Plaza in the memo section of your check. Failure to pay the rental fee and security deposit will result in immediate cancellation of the Agreement. There will be a \$35 fee on any returned check. Additional fees may be required for security coverage. Any form of misrepresentation by the renter may result in forfeiture of the Agreement and all monies involved.

CANCELLATIONS: A full refund will be issued if cancellation is made at least 30 days prior to the scheduled event/rental date. Within 30 days of any scheduled event, a refund of 50% of the rental fee will be issued. No refunds will be issued to any individual/group that cancels within two (2) weeks of the scheduled event/rental date. Rescheduling may be allowed in the case of inclement weather pending site availability.

CLEAN UP: The renter is responsible for cleaning the area after use, including removing decorations and displays, and policing the area for trash and placing it in Plaza trash receptacles. Failure to do so will result in loss of the security deposit.

Renter's Initials _____ **Date** _____

Additional Regulations for Plaza Use

MINORS (individuals under 18 years of age): All renters must provide chaperones at a ratio of one parent/guardian per 10 minors.

SECURITY: The renter may be required to submit a copy of his/her driver's license before signing this Agreement. If security coverage is deemed necessary by Plaza Staff, the renter will be responsible for the cost of security. Security for your event must be coordinated through the Prince William County Police Department at (703) 792-6500. Any renter requiring an ABC permit or expecting a crowd of over 500 people must contact the Prince William County Police Department at the above number.

PERMITS: All necessary permits (ie. for moonbounces or cooking), licenses and inspections are the sole responsibility of the renter. This may include, but is not limited to: concessions, peddler's licenses, health, building, electrical, fire and hazard permits. A copy of all required permits must be provided to the Prince William County Office of Executive Management at least 14 days prior to the scheduled event. Permits must be displayed as required by the permit-issuing agency.

COOKING AND ELECTRICITY: Cooking on the Plaza must be approved by a Prince William County Fire Marshal prior to all events at (703) 792-6360. There is no preparation space/kitchen space or equipment for caterers. Electrical outlets are available throughout the Plaza. Electrical cords are the responsibility of the renter and must be in good working order/condition and must be secured or covered in areas of foot traffic.

ALCOHOL: Alcohol is permissible by PWC approval and Virginia Alcoholic Beverage Control (ABC) Board permit only. To ensure your Virginia ABC Board permit is obtained in a timely manner, it is recommended that you apply at least 60 days in advance of your event. For information or to apply for a permit please contact the Virginia ABC Board at (804) 213-4624 or visit their Web site at <http://www.abc.state.va.us>. A copy or fax of the ABC Board permit must be submitted to the Office of Executive Management staff at least 14 days prior to the event. Failure to obtain and/or submit a permit from the Virginia ABC Board will result in immediate revocation of permission to serve and/or consume alcoholic beverages. The area in which alcohol will be served must be clearly delineated and monitored at all times. The distribution and/or consumption of alcohol must be contained within the specified area and the permit must be posted in plain view. The individual/group named on the permit will be responsible for the behavior of person(s) of the group. Persons must be 21 years of age to possess, consume, or serve alcohol. The sale of alcohol is prohibited. Alcohol must stop being served one hour in advance of the closing of the rental. The renter named on the permit/Plaza Use Agreement (and all attending) must adhere to all rules prescribed by the Virginia ABC Board and PWC.

Renter's Initials _____ **Date** _____

DECORATIONS & Displays: Decorations may be used, but need to be of a temporary nature. Do not affix decorations with staples, glues or nails that may injure the Plaza or the area around the Plaza. Banners may be hung inside the Plaza with prior approval from Plaza Staff and may only be hung in the approved designated location. There will be a \$100.00 fee for removing a banner and/or decorations. The renter must make every effort to protect the Plaza and the surrounding grounds from oils, greases and other substances that may cause damage to surfaces. Confetti is prohibited. NO unattended displays are permitted on the Plaza. Displays must be removed when your scheduled event is completed. Work with Plaza staff for locations where it is safe to stake tents and signage. Tents over 900 sf in area will require a permit. To obtain a permit call (703) 792-6924.

RESTROOMS: Restrooms for the Plaza are located on the back of the McCoart Building and will be available for your use during your event.

DELIVERIES: Prince William County must be informed of the arrival time of all deliveries, including, but not limited to, caterers, florists, performers and equipment rental vendors. All deliveries must be scheduled during the rental times. Prince William County will not accept any deliveries on behalf of renter. Rental equipment, including chairs and tables, is not provided by Prince William County and is the responsibility of the renter. Renters are also responsible for set up of the Plaza for their event, including, but not limited to, rental equipment (chairs, tables, etc.), tenting, etc. Setup and cleanup time must be included within the rental times. Call (703) 792-8070 for a list of vendors.

SOUND AND LIGHTING: The sound, lighting and noise ordinances of Prince William County must be obeyed at all times. The Prince William County Police Department will resolve any noise or lighting complaints. Any special lighting and/or sound requirements need to be detailed in the Plaza Use Agreement and will be considered on a case-by-case basis. Additional charges may apply.

IN CASE OF EMERGENCY: We do not foresee any problem with your event, but weather emergencies do come up from time to time. If you are holding an event on the Plaza when there is such an occurrence, seek shelter inside the McCoart Building. Tornado shelters are located in the Board of County Supervisors Chambers and in the inside bathrooms of the building. For further emergency needs, please see the Plaza Emergency Manual located in the Communications Office, room 150. For an immediate health related emergency, please dial 911.

If you would like to request additional services, other charges may apply.

For information
call (703) 792-8070
or e-mail plaza@pwcgov.org

Liability

LIABILITY: Please carefully review the paragraph below:

The renter hereby agrees to indemnify and hold harmless Prince William County, Virginia, its officers, agents and all employees and volunteers, from any and all claims for property damage, bodily injuries to the public, including cost of investigation, all reasonable attorney fees, and the cost of appeals arising out of such claims or suits, because of any and all acts of omission or commission of the renter, including its agents, subcontractors, employees and volunteers, or invitees of the renter, in connection with the use of the Sean T. Connaughton Community Plaza under this Agreement.

CAUTION: READ ABOVE INFORMATION CAREFULLY BEFORE SIGNING BELOW

The renter has read and understands all above listed Prince William County rules and regulations as they relate to this Agreement and with Agreement signature agrees to abide by all.

Renter's Signature _____

Date _____

Directions

From Interstate 95:

- Take exit 158-B (Prince William Parkway toward Manassas)
- Follow Prince William Parkway 4.2 miles
- At intersection with Old Bridge Road, turn left at light to continue on Prince William Parkway 1 mile
- Turn right onto County Complex Court

From Interstate 66:

- Take exit 44 (Prince William Parkway)
- Follow Prince William Parkway 16 miles
- Turn left onto Hoadly Road, follow 5 miles
- Turn right onto Prince William Parkway, follow .3 miles
- Turn left onto County Complex Court

