



KING GEORGE CITIZEN'S CENTER FACILITY USE APPLICATION

Applicant Name _____ Today's Date _____

Organization Name (if applicable) _____

Address _____ City/State _____ Zip _____

Primary Phone _____ Secondary Phone _____

Email Address _____

Date(s) of Event _____ Starting/Ending Time _____

(Be sure to include set-up and breakdown in your event times. All activity must cease by 12 midnight)

Type of Event _____

Estimated Attendance _____ Admission Fee: Yes _____ No _____

Will food be served? Yes _____ No _____ Will food be sold? Yes _____ No _____ (If sold, Health Dept. permits are required.)

Will alcoholic beverages be on the premises? Yes _____ No _____

(If yes, a one day VA ABC Banquet License is required. Contact VA ABC at 804-213-4577 or 804-213-4524. This license must be provided to KGPR 72 hours prior to your event and will be displayed during the entire event.)

Will event be promoted? Yes _____ No _____ If yes, describe _____

Will decorations be used? Yes _____ No _____

Does your event require exclusive use of the center? _____ Yes _____ No

Facilities Requested: _____ Entire center or check all below that apply:

- ___ South half of the Main Hall
- ___ North half of the Main Hall
- ___ Entire Main Hall
- ___ Meeting Room
- ___ Kitchen
- ___ Lawn (west side of center)

The applicant and their party agree to abide by the rules of the Citizen's Center as laid out in the attached document.

Signature of Applicant / Representative _____ Date _____

Once approved KGPR will issue to the Applicant, upon the terms and provisions set forth, a permit giving the right to use the facility indicated above for the purpose stated above.

RETURN THIS APPLICATION TO:
King George Parks & Recreation
PO Box 71 (8076 Kings Hwy.), King George, VA 22485
Phone: 540-775-4386 Fax: 540-775-5255



KING GEORGE CITIZEN'S CENTER
FACILITY USE APPLICATION

Parks & Recreation Staff Use Only

Deposit Amount: _____	Deposit Received: _____	
Hours: _____	Rental Rate: _____	Total Fee: _____
Payment #1: _____	Payment Date: _____	Balance Due: _____
Event Approved: _____	Date: _____	
Confirmation Sent: _____	By: E-mail or Letter	

Supervisor(s) Assigned: _____

Custodian(s) Assigned: _____

Additional Rental Notes: