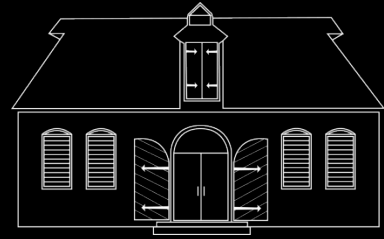


# Freight Shed

Riverwalk Landing, Yorktown, Virginia



## Reservation Agreement

This Reservation Agreement, covering the use of the Freight Shed at 331 Water Street in Yorktown. A completed Reservation Agreement form and full payment of the Reservation Deposit (\$200 non-refundable) must be made within ten (10) days of the temporary hold placed on a desired date.

Please make check payable to **Treasurer, County of York.**

**Mail to: York County  
Attn: Freight Shed Mgmt.  
P.O. Box 51  
Yorktown, VA 23690**

The applicant HAS READ AND AGREES to abide by the Operational Procedures for the Freight Shed (hereby made part of). The person signing this agreement must be 21 years of age and must accept responsibility for the use of the Freight Shed during the date and time agreed.

### APPLICANT INFORMATION

Contact Person's Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Name of Organization (if applicable): \_\_\_\_\_

Address of Organization: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

### ACTIVITY INFORMATION

Date of Event: \_\_\_\_/\_\_\_\_/\_\_\_\_ Approximate number of participants: \_\_\_\_\_  
(130 Max. Seating)

Description of Proposed Activity: \_\_\_\_\_  
\_\_\_\_\_

Name of Caterer: \_\_\_\_\_ (if known)

Will alcohol be provided? \_\_\_\_\_ (Note; It is the applicant's responsibility to obtain all required ABC permits)

## LIABILITY

By executing this agreement, I as an individual, or as a duly elected officer or duly appointed committee member of my organization, agree:

- (1) To release York County and its officers, agents and employees from any liability for negligence for any damages caused by the User, or its property, during the time of the use.
- (2) To hold harmless York County and its officers, agents and employees from any liability to third parties for injury caused by the User, or any persons invited to attend the meeting or event in the Freight Shed or the Riverwalk Plaza/Tent: and
- (3) To be liable to York County and its officers, agents and employees or to any third party for any and all damage to third party or County property, or injuries to third party or County employees, officers, or agents caused by the Applicant, or by any of the Applicant's officers, agents, or employees, or by any person attending or seeking officers, or agents caused by the Applicant, or by any of the Applicant's officers, to attend the Applicant's event, whether or not such damage is the result of negligence, intentional acts, or accident.

## APPROVAL

I hereby certify that I have read and understand the Policies & Procedures governing the use of the Freight Shed and understand that the refund of my damage deposit paid is contingent upon my adherence to these Policies & Procedures.

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

The ***balance is due 60 Days prior to the date of the event.*** An e-mail will be sent to the address listed above indicating the total fee for the rental based on reservation information.

Initial Choice	Pick your Tier	Pricing	Notes
	<b>Tier 1</b>	<b>Monday – Thursday – (10:00 am - 5:00 pm)</b>	
	Private - York County Resident/Employee	\$1,000 flat rate	Includes use of venue from 10am-5pm; use of all furniture to include white folding chairs; use of tent behind the freight shed; use of caterer's kitchen
	Private - Non-Resident	\$1,200 flat rate	
	York County Non-profit Groups	\$700 flat rate	
	<b>Tier 2</b>	<b>Monday – Thursday – (10:00 am - 11:00 pm)</b>	
	Private - York County Resident/Employee	\$1,500 flat rate	Includes use of venue from 10am-11pm; use of all furniture to include white folding chairs; use of tent behind the freight shed; use of caterer's kitchen
	Private - Non-Resident	\$1,800 flat rate	
	York County Non-profit Groups	\$1,050 flat rate	
	<b>Tier 3</b>	<b>Friday &amp; Saturday – (10:00 am - 11:00 pm)</b>	
	Private - York County Resident/Employee	\$2,500 flat rate	Includes use of venue from 10am-11pm; use of all furniture to include white folding chairs; use of tent behind the freight shed; use of caterer's kitchen
	Private - Non-Resident	\$3,000 flat rate	
	York County Non-profit Groups	\$1,750 flat rate	
	<b>Tier 4</b>	<b>Sunday – (10:00 am - 11:00 pm)</b>	
	Private - York County Resident/Employee	\$2,000 flat rate	Includes use of venue from 10am-11pm; use of all furniture to include white folding chairs; use of tent behind the freight shed; use of caterer's kitchen
	Private - Non-Resident	\$2,500 flat rate	
	York County Non-profit Groups	\$1,250 flat rate	
<b>** see Section 10 in the Policies and Procedures, for definition Resident/Non-Resident/Employee and "Non-profit Groups"</b>			
<b>Additional \$200 Damage Deposit applies to each reservation and is refundable with no damage.</b>			