



City of Petersburg  
 Union Train Station  
 Rental Application/Contract  
 103 River Street  
 Telephone: 804.324.4014 (M-T),  
 7:30PM-5:00PM

Office Use Only

Date Received: \_\_\_\_\_

Please print legibly. Completed applications with copy of Driver's License will be submitted to the Recreation, Special Events and Volunteerism Office, 1937 Johnson Road, Petersburg, Virginia. Monday thru Thursday, 8:30AM-5:00PM. Payments - MasterCard, VISA, Discover or Business Check.

**CONTRACT HOLDER'S INFORMATION**

Contract Holder's Name (Print) \_\_\_\_\_ Cell # \_\_\_\_\_ Driver's License # \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State Zip \_\_\_\_\_

Email Address \_\_\_\_\_ Emergency Contact Name and Cell Number \_\_\_\_\_

**EVENT INFORMATION:**

Event Date: \_\_\_\_\_ Type of Event: \_\_\_\_\_ Event Time: \_\_\_\_\_  
 (Up to 5 hours total) ending at 11:00PM

Name of Event: \_\_\_\_\_ Event Coordinator: \_\_\_\_\_

Event Set Up Time: \_\_\_\_\_ Event Clean Up Time: \_\_\_\_\_

How many in attendance: \_\_\_\_\_ **Ticket Sales:** YES or NO (Circle)

Tickets **can not** be sold on the premises

Ticket sales - you will need to visit the Office of the Commissioner, 135 N. Union Street - 1st Floor, immediately following the approval of this application (sales tax, Business License or proof of Non Profit Status) and the Petersburg Bureau of Police regarding security.

**Liability:** The City of Petersburg is not responsible for any losses (monetary or otherwise) suffered by the renter in preparation for the event. Renter must provide Commercial General Liability Insurance with a combined limit of not less than \$1,0000.00 per occurrence and a certificate of insurance evidencing the above naming the City of Petersburg as additional insured.

**Will alcohol be served or sold?** Yes or No (Circle) If yes you will have to obtain an ABC License from <https://www.abc.virginia.gov/licenses/get-a-license/banquet-licenses>

Name of Caterer : \_\_\_\_\_ Phone Number: \_\_\_\_\_

Name of Entertainer: \_\_\_\_\_ Phone Number: \_\_\_\_\_

**City of Petersburg Union Train Station**

Non-Refundable Deposit:



Rental Fee Paid:



Insurance Certificate:



ABC License:



Set-Up Diagram



Ticket Sales/ Approved by Comm. of Revenue



Rehearsal Usage Fee



Security/ Tickets Sales



Cleaning Fee if Applicable



Equipment pick up next AM



Flyer



Office Use Only:

*Rental Fee includes: venue, tables (20 round, 6ft tables & rectangular tables-6ft), chairs (170). You are welcome to provide a licensed and insured caterer and an event planner of choice.*

**Rental Rates (per day):**

1. The cost to rent and use of the Union Train Station is \$575.00 in addition to a \$150.00 non refundable deposit . The non-refundable deposit is due upon booking the site with the signed application- your rental time is limited to a (5) hour rental period. Payment in full is due (30) days following the booking. All events must end by 11:00 PM. We do not offer partial day rental. If you would like to rent the Union Train Station the evening prior to your event - between of the hours of 6:00PM-9:00PM there will be an additional charge of \$250.00 We accept MasterCard, VISA and DISCOVER, Business Checks only. FYI: a Saturday or Sunday Event, the Union Train Station will be available for set up beginning **8AM**.

**Catering, Cleaning and Equipment Removal:**

The Union Train Station will be in clean condition prior to your event. Upon additional planning with the Union Train Station, you will need to incorporate your set-up time and clean up time into the rental agreement, you are required to return the space the same way it was found, unless payment of (\$300.00) for clean up paid and approved (10) days prior to the event. Otherwise, all trash must be collected, properly bagged and removed by the renter or the caterer. No kitchen or cooking facilities are located in the Union Train Station. No cooking or food preparation is permitted in the station. If a caterer is going to be used, the caterer’s name, address and phone number must be provided. Caterer must be registered with the Petersburg Health Department and the Commissioner of Revenue’s Office for the event. All rental equipment must be removed that night unless approved and a fee of \$100.00 is paid for next day pickup by 12noon.

**Alcohol:**

If alcoholic beverages are to be served, renter must obtain a banquet license from the Virginia Department of Alcoholic Beverage Control (unless caterer has an ABC license and alcohol will be served under that license). Renter must submit a copy of the ABC license under which alcoholic beverages served to the Office of Special Events at least one month before the scheduled use of the Union Train Station. No alcohol may be consumed in any other area except the designated area of the event, i.e., no alcoholic beverages outside of the Union Train Station.

**Restrictions on Use and Site Decorations:**

No event shall be allowed past 11 PM. The City of Petersburg wants to make every event here a special and welcoming experience. Therefore every effort will be made to allow renter to prepare decorations reflection their creative requirements. No nails, screws, staples, or penetrating items should be used on our walls, brick or fine wood. Any tape or gummed backing materials must be properly removed and in an extreme case of any wall damage, you will be charged. No glitter or confetti is allowed. There will be absolutely no charging of admissions or any type of monetary collection at the door. Smoking is prohibited throughout the building. Burning Candles are not allowed.

**Submit** a hard copy and all attachments of this Special Event Permit Application along with a copy of your driver’s license to: **City of Petersburg Recreation, Special Events and Volunteerism Department, 1937 Johnson Road, Petersburg, Virginia 23805.** Phone Number: 804.324.4014 Operating Hours: (7:30AM-5:30PM) Monday thru Thursday.

**Liability:**

The City of Petersburg is not responsible for any losses (monetary of otherwise) suffered by the renter in preparation for the event. Renter must provide Commercial General Liability Insurance with a combined limit of not less than \$1,000,000 per occurrence and a certificate of insurance evidencing the above naming the City of Petersburg as additional insured.

City of Petersburg Union Train Station

Renter agrees to indemnify, defend, and hold the City of Petersburg and the Union Train Station harmless of and from any liabilities, costs, penalties, expenses, arising out of and/or resulting from the rental and use of the premises, including but not limited to, the personal guarantee of provision, service, and dispensing of payment by client at the Union Train Station. If insurance is not received forty-five (45) days prior, the Renter runs the risk of their event being canceled if they do not submit all paperwork in the allotted time frame.

**Conduct:**

Renters are responsible for setting up and cleaning up including the removal of trash within the requested hours. Every applicant who received permission to use the Union Train Station agrees to be held responsible for upholding the terms and conditions associated with the use of the facility, maintaining control over the invited, and being financially accountable for any damage to the facility or equipment. There is absolutely no drug use or smoking of any kind tolerated on premises or within 25 feet of the building including loitering or congregating outside on the sidewalk at anytime during the event. Renter and guests shall use the premises in a considerate manner at all times. Conduct deemed disorderly at the sole discretion of the Union Train Station will result in the denial of future applications and no refund of the rental shall be made.

**Other Conditions:**

No animal or pet is allowed in the facility without prior approval or unless the animal is an aid to a disabled person. Any damage cause by the animal will be the responsibility of the renter. No occupant of the Union Train Station other than any law enforcement or public safety personnel shall have in their possession while on City property, any firearm, gun, weapon, or dangerous device, including an air or gas powered gun, slingshot, bow and arrow, crossbow, dart device, boomerang, paint ball gun, or any other device with high speed missile projection. Fireworks will only be permitted with approval. Please do not drag or slide table across floors at all times. Please note: Rail lines to the immediate north of the Union Train Station are active lines. DO NOT exit through doors on the north side of the Union Train Station. No youth shall be left unattended in this area.

**Non-Profit Organizations** are allowed to use the Union Train Station for organizational meetings (only Monday thru Thursdays, between 9:00AM - 8:00PM (based on availability) with a two hour meeting time. You will submit a copy of your Non-Profit Status with submission with your application.

**CANCELLATION BY THE CONTRACT HOLDER:** All cancellations must be in writing by the contract holder and addressed to the City of Petersburg Special Events Director. If the contract holder cancels the event within 90 days after making the reservation, 50% of the **Rental Fee** will be forfeited. If the contract holder cancels the event less than 90 before the event date, the **entire rental fee** is forfeited. Transfers from cardholder to any other person will result in a cancellation and the cardholder will forfeit 100% of the rental fee. If the City of Petersburg exercises the right to cancel an event before it has begun due to a National Disaster, Virginia State of Emergency or Act of God - the City will refund the Cardholder 100% of the rental fee.

Submit a hard copy and all attachments of this Special Event Permit Application along with a copy of your driver's license to: **City of Petersburg Recreation, Special Events and Volunteerism Department, 1937 Johnson Road, Petersburg, Virginia 23805.** Phone number: 804.324.4014 Operating Hours: (7:30AM-5:30PM) Monday thru Thursday, Friday (8:30AM-12NOON).

Signature of the Contract Holder: \_\_\_\_\_  
Date: \_\_\_\_\_  
Special Events Admin. \_\_\_\_\_ Date: \_\_\_\_\_

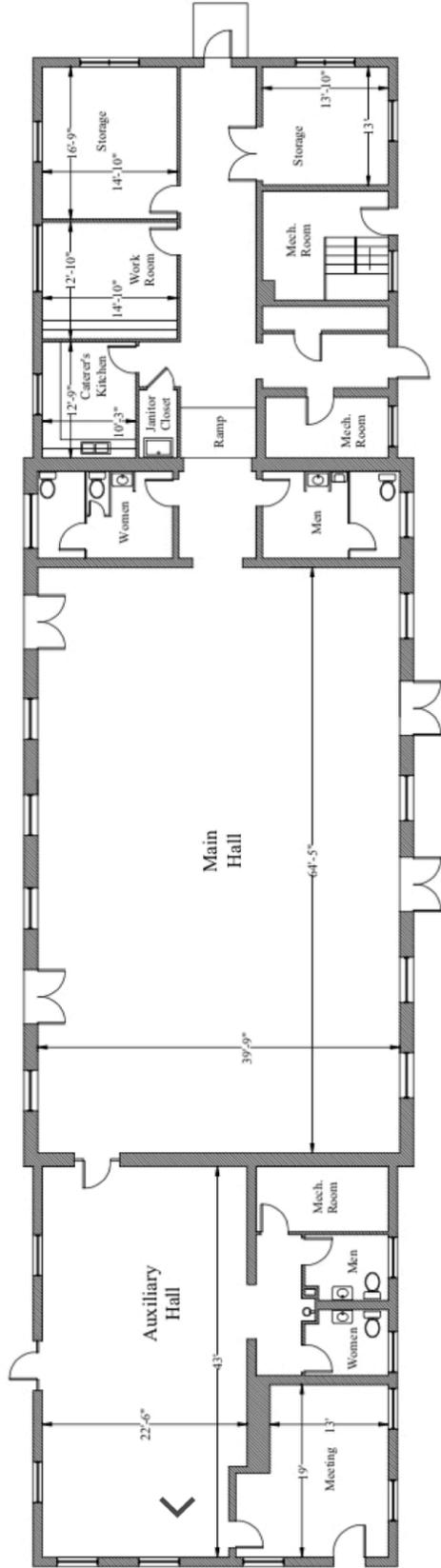
**OFFICE USE ONLY:**

Director's APPROVAL \_\_\_\_\_ DATE: \_\_\_\_\_  
City of Petersburg Union Train Station

# City of Petersburg Union Train Station



## Floor Plan



## Front Entrance

103 River Street  
Petersburg, Virginia 23803  
Facility Capacity: 272 (Main Hall), 75 (Aux. Hall )  
Seated: 169 (main), Seated: 50 (aux.)  
For additional Information, call 804-324-4014

The Union Train Station is open  
for "Venue Viewing" each  
Wednesday, 4:00PM-4:45PM





