

Pricketts Fort Memorial Foundation
88 State Park Road Fairmont WV 26554
(304) 363-3030

RENTAL POLICY and GUIDELINES FOR FACILITY USE

Pricketts Fort is a State Park with historical attractions that are managed by the Pricketts Fort Memorial Foundation. While we encourage the active use of the park and its facilities by the community, in order to maintain the historic nature of the park for visitors, certain guidelines must be observed. Initial each item stating you understand each section and agree to abide by the rules set by Pricketts Fort Memorial Foundation: Please initial each item and by this, you acknowledge and agree to abide by the rules set forth by Pricketts Fort Memorial Foundation.

AVAILABILITY

Rental of the Visitor Center will not take precedence over scheduled Foundation or Park functions. During the regular season (mid-April through October), hours of park operation are 10 am to 4:30 pm therefore **rental is restricted to evening hours between 5 and 10 pm**. Loading, unloading, and handicapped parking and use the parking area outside the building is permitted and overflow parking is available in the lower parking lot. Use of these areas requires Visitor Center rental. There is no parking allowed along the road at any time. At any time, rental of the Visitor Center does not entitle the renter to occupy any of the park's other buildings. Tickets are required for anyone interested in touring the Fort or Job House.

CAPACITY

The proposed use must be of a size and nature that will not risk damage to or destruction of the exhibits and premises or otherwise violate security, fire or safety regulations. The maximum capacity of the Visitor Center building is 100 people, for reasons of fire safety and sanitation.

TABLES & CHAIRS

Visitor Center Rental: 100 folding chairs and ten folding tables are available to renters without extra charge. The Visitor Center holds about 100 chairs set up theater style and 75 seated at tables. Renters must set up and take down chairs or make arrangements with the caterers to do so. The renter must make arrangements for all other tables or chairs needed for the event. The renter must provide their own table coverings.

KITCHEN

The kitchen is available for use and is equipped with a microwave, sink and refrigerator and stove. The renter must provide dishware, silverware or cookware. Renter must clean up after use of the kitchen.

BATHROOMS

Bathroom facilities are available in the building adjacent to the Visitor Center.

CLEAN UP

Clean up and removal of all trash, decorations, and floral arrangements is the responsibility of the renter. The building's trash containers must be left empty. Trash bags should be taken to the dumpster in the lower parking lot.

SECURING BUILDING

Pricketts Fort State Park and/or Memorial Foundation staff will be responsible for opening and locking the building for each event. The Visitor Center should not be left unattended if unlocked. The park closes at 10 pm.

RENTAL FEES

The cost for rental is \$300.00 for a special event. (There is a 10% discount for PFMF members.) All fees to the event must be paid in a timely manner. One half of the rental fee and a refundable deposit of \$85.00 and a signed rental agreement are required with reservation. This fee will be retained if a cancellation is made less than 30 days prior to the event. *No rain refunds will be given for outdoor rentals.* Final payment must be paid seven days prior to the scheduled event, unless the executive director has approved other arrangements. The deposit will be returned if all terms of the contract have been met including clean up of the facility by the renter. All reservations are made with the PFMF executive director. Non-profit or civic groups are eligible for a reduced rate as determined by the executive director based on the nature of the event.

AMPHITHEATER

The outdoor amphitheater may also be rented for a fee of \$200.00. The amphitheater seats approximately 400 and has a stage and dressing area.

OUTDOOR SPACE

Outdoor space, down bottom of the steps from the Fort may also be rented for a fee of \$200.00.

SET-UP

All arrangements for the event, including set-up of equipment and scheduling of delivery and removal of rental items must be cleared in advance with the executive director. The renter is responsible for all expenses in connection with the event, including making all necessary catering arrangements, setting up and breaking down of equipment and cleaning the area immediately after use. This should take place during the scheduled time for the event. The Foundation is not responsible for any equipment delivered to, or picked up from, the building for the event. Please leave the building in the same condition in which you find it.

DECORATIONS

All decorations and signs must be free standing. Attaching items to walls is not permitted. In some cases, banners may be hung, with prior approval. Only birdseed can be thrown for weddings, and this may only be used outdoors. No confetti or rice can be thrown.

MUSIC

Music is permitted inside the building only. After hours, the Park Superintendent will exercise his or her discretion as to the level of volume permitted and has the authority to discontinue any music if the sound level becomes a problem.

ALCOHOL

In accordance with the State of West Virginia's Division of Natural Resources policy, alcohol is permitted for private parties inside the building only (i.e. events not open to the public.) No alcohol is permitted elsewhere on the grounds. Enforcement of legal drinking age will be strictly observed.

SMOKING

Smoking is not permitted inside the building. Absolutely no candles can be burned within the Visitor Center.

The executive director shall, at his/her discretion, raise or lower fees, and make other such adjustments as circumstances dictate. If applicable, this shall be put in writing prior to the event.

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RENTAL AGREEMENT

Event _____

Number of Participants _____

Approximate Parking Spaces Required _____

Contact Name _____

Contact Address _____

Phone _____

Event Date _____

Time _____

Set Up to Begin _____

Fees _____

Deposit Paid _____

½ Rental Paid _____

Final Payment Paid _____

I have been provided with a copy of the PFMF RENTAL POLICY and GUIDELINES FOR FACILITY USE and I agree to abide by the rules therein. I understand if I do not follow these rules, my deposit will be retained.

Renter Signature Date

The above dates and terms have been approved by PFMF and the State Park Superintendent.

Executive Director Signature Date

Superintendent Signature Date