



Reservation Agreement

This Reservation Agreement, covering the Freight Shed on Water Street in Yorktown, must be completed and returned to the Yorktown Foundation at P.O. Box 43, Yorktown, VA 23690 within one week of making a \$100 non-refundable reservation deposit. Please make checks payable to the Yorktown Foundation.

The applicant HAS READ AND AGREES to abide by the Users Operational Procedures for the Freight Shed (attached hereto and 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 Code _____

Phone _____ Email _____

Name of Organization (if applicable) _____

Address of Organization _____

City/State/Zip Code _____

ACTIVITY INFORMATION

Date of Event: ____/____/____

Time of Event: _____ to _____

Description of Proposed Activity: _____

Total number of participants _____

Specific Needs Requested:

Main Room _____ Kitchen _____ Tent _____ Other _____

of Tables _____ # of chairs _____

Configuration

_____ - Banquet Seating Arrangement

_____ - Meeting Arrangement

_____ - Other - provide detailed description or diagram

Name of Caterer: _____

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 Yorktown Freight Shed, Inc., Yorktown Freight Shed L.P. and its partners, York County and its officers, agents and employees, the Yorktown Foundation and its agents, and the Economic Development Authority (EDA) and its officers, agents and employees from any liability for negligence for any damages caused to the User, or its property, during the time of the use;
- (2) To hold harmless the Yorktown freight Shed, Inc., Yorktown Freight Shed L.P. and its partners, the Yorktown Foundation, York County and its officers, agents and employees, and the Economic Development Authority 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 Yorktown Freight Shed, Inc., Yorktown Freight Shed L.P. and its partners, the EDA and its officers, agents and employees, and York County and its officers, agents and employees or to any third party for any and all damage to Partnership or County property, or injuries to Partnership 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 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 and 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 and procedures.

Date: _____ Signature _____

Title _____

Mail form and non-refundable \$100 deposit check made out to the **Yorktown Foundation** and send to P.O. Box 43, Yorktown, VA 23690