

Top of WV CVB

PO Box 98, 3539 Main Street
Weirton, WV 26062

Office: 304-797-7001
www.topofwv.com



RENTAL CONTRACT - SMALL EVENT**AGREEMENT**

- Rental Fee of \$300.00 per day. An additional security deposit of \$50 per day will be collected, and refunded following the event if all terms of the agreement are met. Checks must be paid in advance to Weirton Event Center. Dates are not secured until the security deposit is received.
- The Top of WV CVB considers Small Events activities with an anticipated attendance of under 400 people.
- No smoking permitted within the gates of the Weirton Event Center. No weapons, guns, or pyrotechnics are allowed at the Weirton Event Center.
- No signs, decorations, etc. to be attached to the tents, fencing or other structures.
- **Do not adjust the tent in any way**, including raising or lowering the tent sides, without prior written permission from the Top of WV CVB Executive Director.
- Renter may use the picnic tables provided by the Weirton Event Center, but all tables must be returned to a location under the tent before leaving.
- Renter is responsible for set-up and break-down of any event-related items or equipment. Top of WV CVB staff will not be on site during the event.
- Renters are to remove any and all trash or discarded items. Trash bags will be provided.
- Keys to the Weirton Event Center and an event checklist can be obtained through an appointment with the Top of WV CVB. Keys must be returned to on the first working day after the event.
- The Weirton Event Center and the Top of WV CVB are not responsible for lost or stolen property. Renter assumes all responsibility for any and all property damage.
- If the event involves food sales, the Renter must contact the Health Department and must follow and abide by Hancock County Health Dept. rules and regulations.
- If the event involves alcoholic beverage sales, the Renter must follow all regulations set forth by the City of Weirton and State of West Virginia.
- The Top of West Virginia CVB reserves the right to terminate this agreement in the event the renter breaches any items in this contract.

DISCLAIMER

Granting permission to use the Top of WV CVB/Weirton Event Center does not constitute an endorsement of the group or its beliefs and/or practices. While participating at any events at The Top of WV CVB/Weirton Event Center, you agree to indemnify and hold harmless the CVB, its agents, and employees from any Claims resulting from or arising out of your breach of the terms and conditions of this Agreement and or claims related to the contracting of COVID 19 or other diseases from attendance at your event. You agree to abide by state and county health department issued directives as to hosting events, including those relative to occupancy limits, wearing of masks and other personal protective equipment, and social distancing, all as may be related to the COVID 19 pandemic or other health crises.

RENTER INFORMATION

Contact: _____ Organization: _____

Address: _____

City: _____ State: _____ ZIP: _____

Phone: _____ Email: _____

Rental Date(s): _____ Hours Needed: _____ a.m./p.m. to _____ a.m./p.m.

_____ a.m./p.m. to _____ a.m./p.m.

_____ a.m./p.m. to _____ a.m./p.m.

ADD-ONS

Top of WV Staff Member (\$200/day) # of Days Needed: _____

- The Top of WV CVB will have one staff member present during the event to assist with opening the gates, turning on the electricity, and assisting with any questions that may arise during the duration of the event. If additional assistance with selling food, admitting attendees, or other tasks is needed, the Renter must provide their own workers/volunteers.

Cleaning Services (\$100/day) # of Days Needed: _____

- The Top of WV CVB will contract a third party to provide cleaning services during the event. Services will include emptying trash cans and restocking the restroom's paper towels and toilet paper.

Portable Restroom (\$150/day/facility) # of Days Needed: _____ Quantity/day: _____

- If needed, the Top of WV CVB will contract a third party to provide portable restrooms for the event. Our facilities can handle a maximum of 400 people during an event.

Audio Technician (\$400/day) # of Days Needed: _____

- The Top of WV CVB will contract a third party to provide sound for the event. Please let us know what your audio needs are as early as possible.

By signing this agreement, I acknowledge that I understand the terms of this agreement and will use the facilities at the Weirton Event Center only as outlined in this agreement.

Signature

Title

Date

For office use:

Accepted by

Date