



# APPLICATION FOR USE OF CHERRY HILL FARMHOUSE AND GROUNDS

Type of Event: \_\_\_\_\_

DATE OF USE: \_\_\_\_\_

TIME OF USE: \_\_\_\_\_ to \_\_\_\_\_

\* Monday-Thursday 8 a.m. - 9 p.m., Friday- Saturday 8 a.m. - 11 p.m., Sunday 8 a.m.-9 p.m.

\* Include all set up and clean up in time of use.

Estimated Attendance:           Min \_\_\_\_\_   Max \_\_\_\_\_

Requesting to Serve Alcohol:           Beer                                   Wine                                   Champagne

Tent/Canopy to be used:

\*Separate permits and additional fees are required for use of a tent and serving alcohol. More information will be provided in the following documents.

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**APPLICANT:**

The applicant will be the contact person for the rental. This person will also be on the premises and in charge of the event throughout the reservation period. The security deposit will be returned to the applicant using the information provided below.

Name: \_\_\_\_\_

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

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

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

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

## **Additional Permits/Fees Explanation:**

### **Alcohol Beverages**

Renters of Cherry Hill Farmhouse can request permission to serve wine, beer and champagne at events.

**Alcohol Permit:** If your request is approved, you are required to apply for a temporary permit to serve alcohol with The Virginia Department of Alcoholic Beverages online at [www.abc.virginia.gov](http://www.abc.virginia.gov). The current fee required to obtain that **permit is \$55**.

### **Tents**

Maximum tent size for private events is 30 feet by 50 feet.

Tents shall be erected so that traffic to, from and within the tent is confined to areas of mowed grass. Trees and tree limbs shall not be bent, broken, cut, pruned or otherwise removed to accommodate tents. Poles and/or guy-lines for tent support shall not be anchored, tied or affixed to trees in any way. Tent stakes shall be anchored no less than six feet from trees' trunks to avoid damage to structural roots.

**Tent Permit:** All tents that will be set-up in Cherry Hill Park may be inspected by the City of Falls Church Department of Public Safety. [Tent Permit Application](#) can be found online or picked up and returned to The Department of Development Services at 300 Park Ave., Falls Church, VA (703-248-5080). The current fee required to obtain that **permit is \$85.00** per tent.

**I agree to obtain the proper permits and apply the rules and regulations set by the Virginia Department of Alcoholic Beverages as well as The Department of Development Services.**

**Initial here:**

# CHERRY HILL FARMHOUSE

## RENTAL POLICIES

**SECURITY DEPOSIT:** A \$400.00 security deposit is required 90 days prior to the event. Providing there are no damages, the full deposit will be returned to you after your event. The client is responsible for all damages and/or injuries to persons or property resulting from use of the property by the Client and the Client's guests, contractors, agents and employees. The building and grounds will be inspected after your event by staff to determine condition and potential damages. Damages will be deducted from the security deposit. If the security deposit is insufficient to cover the cost of damage, the Client will be billed for the remainder.

**CANCELLATION POLICY:** All cancellations must be in writing.

- Requests more than 90 days prior to the event the full reservation deposit will be returned, less an \$80.00 administrative fee.
- If cancellation request is received 90 days or less prior to the event the reservation deposit will be forfeited. The security deposit, reservation payment minus the deposit and Friends of Cherry Hill check will be fully refunded.

**SECURITY:** Staff will unlock the farmhouse and disarm the alarm for your arrival. If staff are not present, call or visit the Recreation Center (223 Little Falls St.) or call 703-248-5027 for access.

**FIRE REGULATIONS:** Absolutely no smoking is permitted in the house or on the front covered porch. No tables or equipment may block the rear hallway door. Lighted candles must be approved by the coordinator or the hostess on hand. Lighted candles cannot be placed on the dining room mantel. If candles are used, they must be put out with the candle snuffer that is located in the top center drawer of the desk in the parlor. The fireplaces are not functional and should not be used under any circumstances.

**FURNISHINGS:** No furnishings may be moved without the approval of the Cherry Hill Coordinator and only under the supervision of City staff. Please do not sit on any furniture in the parlor that is marked off with a green ribbon. No dishes, cups, glasses etc. (full or empty) should be placed on any furniture except for the dining room table. Two butler trays are available for collecting dishes. A protective pad should be used underneath any tablecloth placed on the dining room table. A pad can be found in the built in cabinet in the dining room. No additional lighting or heating fixtures should be placed on any furniture. In particular, do not set electric coffee pots in the dining room. Coffee can be brewed and hot water heated in the kitchen and transported by pots to the dining room. Pots are available for your use and are stored in the kitchen cabinet. The contents of the dining room sideboard and cupboard are not for public use. The two upstairs bedrooms that are furnished in period antiques will be closed to the public during rentals. The large upstairs meeting room and the adjoining restroom are available for public use.

**FOOD AND DRINK:** *Food and beverages are not allowed in the parlor.* Staff will inform guests of this rule if necessary. All food should be prepared in the kitchen. All drinks should be opened in the kitchen, particularly bottles of wine and champagne. Pitchers for carrying drinks are available in the kitchen.

The punch bowl stored over the refrigerator and the cups in the cabinet over the dishwasher are available for your use. The white dishes in the tall cabinet are also available for your use.

If kitchen dishes are used, please load the dishwasher but DO NOT START the dishwasher. The Cherry Hill Coordinator will run the dishwasher when she comes in to work. Ice in plastic bags should not be left in plastic bags on the counter or kitchen floor.

**TRASH:** *Everything brought to the event must be taken away.* Please do not leave leftover food in the refrigerator. Trash bags are available under the sink for your use and renters who do not choose to pay the \$25 disposal fee are responsible for removing all garbage from the premises. Those who have prepaid for disposal should use the trash bins directly behind the house in the unlocked shed. No trash should be left inside the house. A dustpan and small broom are under the sink to wipe up any spills in the dining room or kitchen.

**COMPOST:** Renters who would like to participate in the city's composting efforts should request a composting bin from the Cherry Hill Coordinator at least 1 week prior to the rental. Participants will receive instructions on what can (and cannot) be composted.

**DECORATIONS & MUSIC:** *No tacks or adhesives of any kind may be used to attach decorations to the inside or outside of the farmhouse.* Decorations can be attached with ribbons or ties. Confetti is not permitted inside the house or surrounding grounds. Flower arrangements are permitted but must be placed on glass coasters. Glass coasters are available for your use and are stored in the kitchen. Amplified music may not be used in the house. However, it is allowed outside at a reasonable level.

**HOUSE CAPACITY:** The limit for an indoor event is 50 people for a standing reception and 20 for a seated dinner in the dining room. For gatherings over 50 an outside tent is required.

**RESTROOMS:** For events with over 100 people it is recommended that outdoor bathroom facilities be rented.

**USE OF GROUNDS:** No tacks, staples or sticky tape may be put on or into any tree or shrub. Anything wrapped around a trunk or branch must be soft material (like strapping or webbing) that is at least 1" wide, and must be completely removed at the end of the event. No string, rope or wire may be used on trees. The arborist must approve the specific branches for hanging anything, so we can be sure the branches or trunks used can withstand some extra load without breaking. Before event setup, the arborist will tie temporary flagging on branches that may be used.

**I have read the application and agree to abide by and implement the Cherry Hill Farmhouse Rental Policies.**

**Applicant's Signature:** \_\_\_\_\_

**Questions regarding payments can be directed to:**

Senior Administrative Assistant, 703-248-5027, [Recreation@fallschurchva.gov](mailto:Recreation@fallschurchva.gov)

**Questions regarding the Cherry Hill Farmhouse can be directed to:**

Holly Irwin, Cherry Hill Farmhouse Coordinator, 703-248-5171, [hirwin@fallschurchva.gov](mailto:hirwin@fallschurchva.gov)

**HOURLY FEE STRUCTURE:**

This is payable by credit card, a check (to 'City of Falls Church') or exact cash.

**Events for more than 50 people**      City Residents:      \$250 per hour (6 hour minimum)  
(Tent required due to occupancy      Non-City Residents:      \$300 per hour (6 hour minimum)  
limits of the house)

**Events for less than 50 people**      City Residents:      \$175 per hour  
(Tent not required)      Non-City Residents:      \$225 per hour

**Reservation Deposit:**      \$400 or 50% for rental totals under \$800.00

This is required upon applying to rent the Cherry Hill Farmhouse. This deposit is credited toward the payment of your full Rental Fee.

**ADDITIONAL COSTS:**

**Security Deposit:**      \$400 (fully refundable)

This deposit must be in the form of a check made payable to 'The City of Falls Church' and is returned so long as there is no damage as a result of your rental.

**Trash Removal:**      \$25

\*Renters can opt to have trash removal for an additional cost.

OFFICE USE ONLY	
Hourly Rental Fees	\$ _____
Plus Trash Removal	\$ _____
	_____
	<b>TOTAL RENTAL FEES: \$ _____</b>
Rental Deposit	\$ _____
Security Deposit	\$ <u>400</u>

- **Rental deposit, paid by check (City of Falls Church), exact cash, or credit card is due to Recreation and Parks immediately.**
- Security deposit, check only, made out to City of Falls Church, is due 90 days prior to the event.
- Friends of Cherry Hill fee, check only, made out to Friends of Cherry Hill Foundation, is due 90 days prior to the event.
- Total rental balance, paid by check (City of Falls Church), exact cash, or credit card, is due 90 days prior to the event.