



Outlook Beach Picnic Area Application

Applications must be received at least 30 days prior to the requested date or 60 days prior for events utilizing live or recorded amplified sound or requiring additional equipment beyond what is provided with the rental of the Outlook Beach Picnic Area. Complete the application below and submit it by email, mail, or fax to the contact listed below. FMA regular office hours are Monday – Friday, 8:30am – 5:00pm. Reservations will not be confirmed until payment has been received in accordance with the Terms of Use as defined in this application. Reservations are based on availability and approval. Incomplete applications will not be considered for approval.

PLEASE NOTE: This application DOES NOT constitute a binding contract or guarantee your reservation until it has been full executed and approved by Fort Monroe Authority Management. Once all requirements pertaining to your rental have been completed a fully executed copy of this application and a Rental Permit will be provided for your records. Under no circumstances may you hold your event without an approved application, and Rental Permit issued by the Fort Monroe Authority, Department of Special Events.

FEE STRUCTURE AND OPERATING HOURS

Hours of Operation	Monday – Sunday	8:00am – 8:00pm or Sunrise to Sunset (whichever is earlier)
Duration of Rental	Rentals are for the date specified by the applicant on the application and for the duration of the operating hours specified above.	Rentals MAY NOT begin before, or go beyond the “hours of operation” specified above.
FEES Total = \$150.00	Refundable Security Deposit: \$50.00	Rental Fee Per Day: \$100.00

THE FOLLOWING ARE STRICTLY PROHIBITED AT FORT MONROE

- Use of facilities by persons or groups practicing discrimination
- Open flames including but not limited to bonfires, tiki torches, camp fires, fire pits, etc.
- Gambling on premises
- Driving or parking on the grass, and parking in reserved parking areas/ spaces
- Digging
- Staking in the ground of any kind, including stakes for tents and stages
- Inflatable bouncy houses or other inflatable games or amusements
- Selling of tickets or charging for admission. This application is for private events only.

Department of Special Events
Fort Monroe Authority
Phone: 757-690-8061 Fax: 757-637-7776

EMAIL: fmevents@fmauthority.com

Old Quarters #1
151 Bernard Road
Fort Monroe, VA 23651



PLEASE FULLY COMPLETE THE FOLLOWING INFORMATION

Application Date:		
Event Name:		
CONTACT INFORMATION:		
Primary Contact Name:		
Address:		
City:	State:	Zip:
Phone 1:	Phone 2:	
Email:		
Secondary Contact:		Return deposit to this person Y N
Address		
City:	State:	Zip:
Phone 1:	Phone 2:	
Email:		

(Please utilize the secondary contact as the person to whom the security deposit should be refunded if it is other than the primary contact and/ or as an emergency contact person for the day of your event.)

EVENT INFORMATION:	Will alcohol be present?	Yes No
Event Date:	Start Time:	End Time:
Estimated # of Guest	(Outlook Beach Area Capacity is limited to 150 people total.)	
Event Description:		
Entertainment Description:		
Special Requests and Equipment Rentals:		
Utilize this space to describe any unusual or additional equipment you intend to use for your event as well as contact information for equipment vendor:		
Company Contact:		
Phone Number:		
Delivery Date and Time:		



The Outlook Beach Picnic Area Rental

TERMS OF USE

These Terms of Use are applicable to all clients renting the Bandstand as described below.

PAYMENT: A \$150.00 payment is due no later than 5 business days after the application is approved. Payment includes a refundable security deposit of \$50.00 plus the picnic area rental fee of \$100.00. The reservation will be confirmed upon receipt of payment. Checks or money orders **made payable to the Fort Monroe Authority** are accepted.

PICNIC AREA RENTAL & USAGE: The use of the Outlook Beach Picnic Area at Fort Monroe is for private events only and may not be advertised, promoted or open to the general public. No organization, applicant or any person affiliated with an event located at the Outlook Beach Picnic Area is permitted to sell tickets or charge admission for the event. Your application and payment is limited to the exclusive use of the Outlook Beach Picnic Area ONLY and does not include the beach or any other surrounding area. The capacity of the Outlook Beach Picnic Area is limited to 150 people or less. Rental includes exclusive use of gazebos, trash receptacles, and picnic tables (seating for 50). Two (2) portable toilets, one (1) handicapped and one (1) regular, are available but exclusive use of portable toilets is not included in the rental. There is no electrical or water hookup available in this area.

CANCELLATION: Applicant may cancel this event up to 30 days in advance without charge. Cancellation thereafter will result in loss of 50% of the total rental fee plus security deposit. Cancellation within 72 hours of the event will result in loss of the total rental fee plus security deposit.

REFUND OF SECURITY DEPOSIT: The security deposit will be returned within 30 days after the event providing post-event cleanup has been completed in accordance with the Post-Event Checklist and there has been no loss or damage to the premises. The security deposit will be forfeited for any loss or damage to premises or in the event the post-event cleanup has not been completed in accordance with Post-Event Checklist (attached to this document).). Applicant will be notified via email, or in writing if an email is not provided by the applicant, within 5 days of the completion of the event of the status of the refund of the security deposit. Further, the applicant will be financially liable for any loss or damages in excess of the security deposit.

DECORATIONS: Decorating is the applicant's responsibility. Decorations shall not be affixed by staples, nails, or glue. Furthermore, it is the applicant's responsibility to remove all decorations after the event in accordance with the Post-Event Checklist. Failure to do so will result in forfeiture of the security deposit.

ENTERTAINMENT: Providing entertainment during the event is the applicant's responsibility. Requests for use of recorded or live entertainment will only be permitted with prior written approval of Fort Monroe Authority ("FMA") management. Requests must be submitted on the original application to FMA management no later than 60 days prior to the event including the name, point of contact, and telephone number. Applications including an entertainment request submitted after the 60 day cut off will be considered on a case by case basis. Applicant will be notified no later than 30 days prior to the event of approval/disapproval of requested entertainment. Approval of live or recorded entertainment is at the discretion of the Fort Monroe Authority.



USE OF ALCOHOL: The sale, consumption, or serving of alcoholic beverages to or by persons under the age of 21 years is not permitted. Applicant is responsible for the conduct of each patron and guest with respect to the consumption of alcoholic beverages on the premises and the operation of a motor vehicle following such consumption. If alcohol is available during this event, the applicant is responsible for obtaining all required alcohol permits from the Virginia Department of Alcoholic Beverage Control. For inquiries or questions please contact the Virginia ABC Region 7 office in Hampton at 757-825-7830.

RESTROOM FACILITIES: The FMA provides two port-a-potties at the Outlook Beach Picnic Area. Any additional requirements for port-a-potties are the responsibility of the applicant. Delivery and rental information must be provided to the FMA for approval on the application.

INCLEMENT WEATHER: There is no backup inclement weather location at Fort Monroe for the Outlook Beach Picnic Area. It is the responsibility of the applicant to secure a backup inclement weather location (if any). Last minute cancellations of the Area rental due to inclement weather will not be considered for refunds.

HOLD HARMLESS: Applicant agrees to indemnify and hold the Commonwealth of Virginia and the Fort Monroe Authority harmless from, and indemnify it against, all losses, claims, charges, and expenses, including reasonable legal fees, arising from third party claims in connection with the applicant's use of the picnic area and any activities arising from or associated in any way with the use of the shelter, to the extent authorized by law.

TERMS OF USE: Applicant shall not assume implied consent by the FMA for items not expressly stated in this contract and will direct all questions and requests to the FMA.

ADDITIONAL EQUIPMENT: Any additional equipment including but not limited to generators, tents, grills (gas only), amusements, PA/sound equipment, additional portable toilets etc.; must be approved prior to the event by the Fort Monroe Authority. All additional equipment must be set up and taken down within the allotted time frame for the event. Additional fees will apply should more time be needed for set up or breakdown of equipment. **NO STAKING OR DIGGING IS ALLOWED FOR ANY REASON.**

PARKING: Parking is available in designated spaces on Fenwick Road and in the lots adjacent to the Outlook Beach Picnic Area. Parking is shared by beach and boardwalk visitors. Parking or driving on the grass is prohibited.

GRILLING/ OPEN FLAME: Grilling is permitted with the rental of the Outlook Beach Picnic Area. No grills are provided with the rental of the Picnic Area. Renters are permitted to bring and use propane gas grills or propane gas trailer style cookers at their own risk. **NO CHARCOAL GRILLS ARE PERMITTED IN THIS AREA.**

HISTORIC RESOURCES: Fort Monroe is a National Historic Landmark District and a National Monument. For your safety and to protect our cultural heritage, the use of metal detectors and treasure hunting is prohibited at Fort Monroe by federal and state law. Unlawful damage to all state and federal property is an offense against the law. In addition, the disturbance, displacement, damage or removal any object of antiquity at Fort Monroe is prohibited under the Virginia and Federal Antiquities Acts and will be prosecuted.



Reservations will be granted on a first come, first serve basis to any applicant who submits a completed application with payment and complies with the Terms of Use and policies for the Outlook Beach Picnic Area as defined in this application. The FMA has the right to deny an application if the event herein is deemed outside the scope of the Terms of Use for the Outlook Beach Picnic Area, OR if the event is deemed beyond the logistical capacity of the Outlook Beach Picnic Area or the Fort Monroe Authority to support. The FMA has the right to cancel a reservation if the applicant violates any of the Terms of Use or Picnic area rental Policies. The FMA reserves the right to cancel any reservation, change the location for a special event, or prohibit applicant access to a portion, or all of the premises when it is deemed necessary such as during earthquakes, hurricanes, active shooters, civil unrest, unsafe circumstances and special circumstances. The FMA will endeavor to give the applicant reasonable notice when canceling the reservation, changing the location or prohibiting access to premises. The Fort Monroe Authority retains the right to assign this contract to the National Park Service, or its 3rd party designee, without prior notice in the event of a property transfer of the Outlook Beach Picnic Area. All terms of the newly assigned contract will remain valid.

POST-EVENT SITE CHECK LIST

An FMA representative will inspect the Picnic area prior to and after your event to insure compliance with the Post-Event Site Check List. Failure to comply will result in the forfeit of the security deposit and possible denial of future venue rental at Fort Monroe.

ITEM	COMPLETE
Area has been cleaned and is free of trash and debris.	
Tables and gazebos are clear of trash and other debris.	
Event trash has been placed in trash cans.	
There is no residual grill debris (food, grease, etc.)	
If equipment has been moved, it has been returned to its original location.	
No staking or digging occurred during the event for any reason.	
All Terms of Use in regard to physical use of the Outlook Beach Picnic Area have been adhered to.	

Should conditions not be acceptable to issue a refund, you will be notified via email, or in writing if an email address is not provided, along with the *Post-Event Site Check List* and any applicable notes.

Otherwise, **refunds are issued within 30 days of the completion of your event.**



Acceptance of Terms

The applicant hereby acknowledges that he/she has received, read, and fully understands the Terms of Use and policies governing these premises and agrees to abide by them.

Applicant Name (print)

Applicant Signature

Date

The FMA acknowledges applicant has provided a complete application and meets the criteria for rental of the Outlook Beach Picnic Area. This application has been approved and the reservation of the Outlook Beach Picnic Area has been awarded to the applicant for the date and time specified by the applicant.

FMA Representative (print)

FMA Representative Signature

Date

FOR OFFICE USE ONLY		Application Received Date:
Approved By:	Date:	Entertainment Approved By:
Deposit Paid Date:	Amount:	Pre-Event Check By:
Balance Paid Date:	Amount:	Post-Event Check By:
Total Cost Confirmed By:	Amount:	Security Deposit Return Date:

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Outlook Beach Picnic Area Map

This map defines the property for which this application applies. All activities associated with the event for which this application pertains to must be confined to this area (outlined in white). Please note the beach adjacent to the Outlook Beach Picnic Area is not included with the rental of the Outlook Beach Picnic Area and is open to the general public.

