

THE ASSOCIATION FOR THE PRESERVATION OF THE BEAVERDAM DEPOT
(A.P.B.D.) 'RULES AND REGULATIONS FOR EVENTS'

APBD
P.O. Box 86
Beaverdam, VA 23015

The 'Association for the Preservation of the Beaverdam Depot' is a non-profit organization, which is listed on the Historical Registry for Hanover County, Virginia. The following rules and regulations will apply when using the facilities at the Depot for events such as weddings, receptions, parties, etc.

1. Alcohol is allowed, but the Depot/A.B.P.D. is not responsible for accidents that may occur due to consumption. The Depot/A.P.B.D. is not liable or responsible for securing an ABC permit. If at the event alcohol will be to served or sold the person signing the 'Contract for the use of the Depot/Facilities' is responsible for contacting the Virginia ABC Board to obtain a permit. A copy of that permit must be given to the Depot/A.P.B.D. to be posted at the Depot/building prior to the event.
2. Contact one of the following individuals to reserve the Depot/facilities.
 - a. Curt Dougherty, President – (804) 338-5367
 - b. Carole Umbel, Secretary – (804) 449-6178
 - c. Sheila Stanley, Treasurer – (804) 449-2999
3. If the Depot/facilities is available, a 'Contract for the use of the Depot/Facilities' will be mailed to the requestor that is to be signed, dated, and returned to the A.P.B.D. with a fee of \$300.00 for non-members of the A.P.B.D., \$200.00 for current paid in full members of the A.P.B.D., made payable to the 'APBD'
4. A security deposit of \$100.00 is required at the time of contract. The security deposit will be returned if the key is received within 10 days following the event.
5. There will be 'NO SMOKING' in the Depot/building at anytime. Fire codes prevent smoking in the Depot/building. Smoking is allowed outside of the Depot/building, all 'butts' must be placed in a container for this purpose.
6. There is an alarm system that needs to be de-activated when entering the Depot/building and re-activated when leaving. Please discuss this issue with a representative of the A.P.B.D..
7. All trash is to be removed from the Depot/facilities after any event.
8. The Depot/facilities must be left in the condition it was found in. If the Depot/facilities are not cleaned, an additional \$200.00 fee will be accessed for clean up. This fee is over and above the initial fee for the use of the Depot/facilities.

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9. If bands or DJs are secured for the event, they cannot play after 11:00 p.m. due to the noise level. There are homes close by, i.e. the reason for the time limit on this.
10. If any chair, table, or any other item is found to be broken, damaged, or missing following the event the person signing the 'Contract for the use of the Depot/Facilities' will be responsible for replacing the item at replacement cost.
11. You will be provided with several telephone numbers of A.P.B.D. Board members where a member may be reached if something unforeseen happens during the event and there is a need to get in touch with a member.
12. The piano may be used during the event. The A.P.B.D ask that it be treated as if it were your own.
13. Once the fee is paid there will be no refund if the event is canceled due to no fault of the A.P.B.D..
14. No firearms will be allowed in the Depot/building at any time.
15. **Absolutely** no illegal substances are allowed at the Depot/facilities at any time.

Revised 8-2010