



450 Franklin Street- Rocky Mount, VA 24151 Phone: 540-484-8277

Thank you for considering the Harvester Performance Center Rental space located on the lower level of the building for your special event.

- The Landing Pad area is available for rentals between the hours of 8am-11pm; days are limited due to concerts in the Landing Pad.
- The Harvester Performance Center has normal business hours Tuesday-Friday 10am-4pm. The Harvester may be rented for special events during this time, however the HPC must stay open during these hours.
- Rental fee is \$125 per hour with four hours minimum for entire Landing Pad area. Meeting rooms are \$65 per hour & \$45 for non-profits. A non-profit agency must submit a copy of its Commonwealth of Virginia Tax Exemption certificate to qualify for the reduced rental rate.
- The maximum capacity for entire Landing Pad area is 200 people; depending on your set up without tables & chairs. Anyone interested should arrange a walk through to discuss event and space available.
- Rental fees may be paid at the time of the reservation by check/credit card but must be paid prior to the rental period.
- A \$125 refundable Deposit fee is required for all rentals. The deposit fee is collected at the time of the reservation is made to secure the date and time of the event, and is held throughout the rental period as a security deposit towards any damages to the facility or violation of the rental agreement.
- Fees may be paid with Cash or Check/Money Order made payable to Harvester Performance Center. Credit Card/Cash/Checks are acceptable for payment.
- The Renter is responsible for any damages done to the area rented. The cost of the damage will be deducted from the Deposit Fee. If the cost of the damages exceeds the deposit, then the Harvester will bill the renter for excess, with payment required within 10-business day.
- The renter is responsible for complying with the Terms of Rental, cleanup, and securing the facility after the event. There will be a HPC staff person at all events for the duration. Failure to comply will result in a forfeiture of the Deposit Fee.
- Deposit fee refunds are generally issued within two weeks following the rental period. Some refunds may take longer with cash or money order.
- For Alcohol- The Harvester is the only ABC license on premise; the sale of beer/wine must be coordinated with HPC. \$18@ hour for bartender and renter may purchase by drink or cash bar. The renter is the responsible for payment for bar tab at the end of the evening of the event.

- The Harvester Landing Pad has a full kitchen with sink, refrigerator, microwave, and food prep/counter space. The HPC can also provide (6) 6 ft. long tables, (22) round tables with seating for 6-8. 200 stacking chairs for renters use.
- Linens, utensils, dinnerware, cookware, coffee urns, and decorations are Not Provided. Black table clothes can be provided for a cleaning fee of \$7 each.
- Free Wi-Fi is available.
- REFUND POLICY: Cancellation made due to inclement weather or at least 14 days prior to the rental will result in full refund of both the Deposit and Rental fee. Cancellations made within 1 day preceding the rental period will result in the forfeiture of the lesser of the two fees.
- The Renter should include sufficient time during the rental period to provide set-up and clean up for the event. The only way a Renter can ensure adequate time for these activities is to include them in the rental period.

### **Terms of Rental**

- The use of Tobacco products including E-Cigarettes/Vapor products is strictly prohibited. Evidence of use will result in the forfeiture of the deposit.  
The use of Candles is strictly prohibited. No open flame.
- No animals except for service animals are allowed inside the building.
- The doors must be kept closed at all times. No access to the performance area is allowed.
- Renters must provide their own kitchen supplies (such as cups, plates, napkins, and pots for cooking. This is a warming kitchen for short-term food preparations and warming only. Anything requiring cooking time of excess of 30 minutes should be pre-cooked before arrival.
- Restroom supplies (toilet paper, paper towels and soap and cleaning supplies such as brooms, mops and trash bags are supplied by the HPC and should be used within reason. Evidence of theft or damage will result in forfeiture of the deposit. There is a large dumpster in the rear of the building for any trash removal. The Harvester does recycle and bins are located in the venue.
- Decorations & Confetti: Renters are encouraged to decorate for events in a manner that makes the event festive without causing damage to the facility. Therefore, thumbtacks, nails or other appliances may not be used. Taped or tied decorations are recommended. Nothing is to be taped to any production lights. Confetti left strewn about is not acceptable.
- The Renter is responsible for set-up and clean up during the reservation period. Set up includes decorating and arranging tables and chairs. Clean up includes cleaning and removing all garbage, cleaning the kitchen and appliances, floor and other surfaces as needed, and securing the area.
- The Renter must leave tables, chairs and other equipment in an arrangement, which will not block entrances or exits to the building or navigation through the building.
- The Harvester Performance Center reserves the right to refuse or deny any rental application.
- The signed Rental Agreement along with the acknowledgment of terms of Rental Pre & Post constitutes the entire agreement between the Harvester Performance Center and the Renter, and the agreement may not be modified or changed except in writing and upon agreement by all parties.