



PO Box 213
90 North High Street
(Old Jailhouse Building)
Romney, WV 26757
Phone: 304-822-7300 Fax: 304-822-4460
Email: parks@hampshirewv.com
Website: hampshirecountyparks.com

**RENTAL FORM
CONFERENCE CENTER ROMNEY**

NAME: _____ PHONE: _____

ADDRESS: _____ EMAIL: _____

_____ EVENT: _____

DATE OF RENTAL: _____

*If fire alarm goes off, please contact Sheriff's Office at 304-822-6000

PRICES:

- SMALL MEETING ROOM: \$10 PER HOUR
- 2 HOUR BLOCK: \$125
- 4 HOUR BLOCK: \$250 (8am-Noon, 1pm-5pm, 6pm-10pm)
- FULL DAY: \$500

NON PROFITS:

- 4 HOUR BLOCK: \$200
- FULL DAY: 400

*A \$100 DEPOSIT WILL BE REQUIRED. THE BUILDING WILL BE INSPECTED AFTER EACH USE. IF NO DAMAGES, DEPOSIT WILL BE REFUNDED.

*NEXT DAY WEDDING CLEAN UP MUST BE DONE BETWEEN 7am-9am

BUILDING USAGE EXPECTATIONS

- No alcohol is permitted inside or outside the premises.
- No smoking inside building.
- Maintain noise level.
- Refrain from using loud profanity.
- Do not have activities that endanger self or others.
- Do not intentionally damage facilities. Nothing attached to walls (tape or nails).
- If you or your party break or notice damages, report it to HCP&R office.
- Make sure all trash is in garbage bins and placed outside in large dumpsters.

PAID:
YES NO

SIGNATURE OF PERSON RENTING \$ _____ COST _____ DATE _____ HCP&R SIGNATURE

