



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/BUNKHOUSES 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

BUNKHOUSES: \$100/NIGHT EACH (\$50 EXTRA PER DAY FOR SHOWER FACILITIES)

NON PROFITS:

RECEIVE A 20% DISCOUNT

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

*WEDDING CLEANUP MUST BE DONE BY NEXT DAY 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