

# RAMSON CIVIC CENTER RENTAL PROCEDURES

Ranson Parks and & Recreation  
City of Ranson  
312 S. Mildred Street  
Ranson, West Virginia 25438

Attached you will find all the information necessary to rent the Ranson Civic Center for your event or function. Please read through the Facility Use Agreement and the Rental Agreement to understand all policies and guidelines.

To process your application to rent the Ranson Civic Center, please submit the following:

- Completed reservation request form**
- Signed Rental Agreement**
- Signed Facility Use Agreement**
- Certificate of Insurance**
  - \$1,000,000 in general liability and property insurance. (See exception for individuals).
  - Names City of Ranson, Ranson Parks & Recreation Commission and Ranson Building Commission as additional insureds.
- Vendor Form with documentation of business license and proper insurance for use of outside vendors. (if applicable)**
- Proper special event, festival, fair ABC License (if serving alcohol)**
  - Liquor liability/dram shop insurance coverage in an amount of at least \$1,000,000 which adds the City of Ranson, Ranson Parks and Recreation Commission and Ranson Building Commission as additional insureds.
  - Approval from Ranson City Council and Ranson Parks and Recreation Commission.

Applications must be received at least 14 days prior to your event date. Once your application is received, it will be processed within 5-10 days and you will be informed of the cost of your rental. The entire payment and all paperwork are due to confirm your reservation.

Thank you for choosing the Ranson Civic Center for your event. We look forward to assisting you with making your event successful.

# RESERVATION REQUEST FOR RANSON CIVIC CENTER

This reservation contract is issued in accordance with the policies outlined in the Rental Agreement and Facility Use Agreement as established by the Ranson City Council and Ranson Parks & Recreation Commission. All reservation forms must be signed and returned along with fees and deposits before consideration of use approval. SUBMISSION OF RESERVATION REQUEST DOES NOT CONSTITUTE APPROVAL. Facility reservations require a minimum of 10 working days to be processed. Please read the Facility use Regulations before completing this form.

Reservation Issued To: \_\_\_\_\_

Organization/Individual: \_\_\_\_\_ President/Chairperson: \_\_\_\_\_

Street Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Business Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

Email: \_\_\_\_\_ Fax: \_\_\_\_\_ Emergency Contact: \_\_\_\_\_

Reservation Date(s): \_\_\_\_\_ Day(s) of week: \_\_\_\_\_ Time: \_\_\_\_\_ to \_\_\_\_\_  
(include setup and cleanup)

Name/Description of Event: \_\_\_\_\_

List planned activities: \_\_\_\_\_

Will there be amplified sound? Yes / No If yes, describe \_\_\_\_\_

Will you be using outside vendors, such as catering, bounce houses, entertainment or gymnastic groups? Yes / No

Company Name: \_\_\_\_\_ (Must fill out Event Services/Equipment Form for each Vendor)

Please note that the City of Ranson requires that any provider of bounce houses, play structures, petting zoos, gymnastics activities, bungee jumps or similar play activities must have current certified insurance documents on file with the City of Ranson and/or Parks and Recreation Commission. No park use permit will be issued for such activities until insurance requirements have been met.

Estimated Attendance \_\_\_\_\_ Open to Public? Yes / No Will facility be used for raising money? Yes / No

If facility used to raise money, what will net proceeds be used for? \_\_\_\_\_

Are you serving alcohol? Yes/No

**(Please read all alcohol policies to ensure compliance. Alcohol service is only permitted with a valid special event, fair or festival permit through the WV ABC Commission and in compliance with Ranson Civic Center Alcohol Policy.)**

I, the undersigned, on behalf of the above named organization, do hereby agree to indemnify and hold harmless the City of Ranson, Ranson Building Commission and Ranson Parks and Recreation Commission, its personnel and any of their officers, agents or employees from any liability or claim of action for damages resulting from or in any way arising out of the use of the facility or equipment and will agree to abide and enforce the Rules, Regulations and Policies governing the facility as set forth by the City Council, Building Commission and Parks and Recreation Commission. Said organization/individual will accept all responsibility for any damage to premises, furniture, equipment or grounds resulting from use of facility. IN THE EVENT OF FACILITY CANCELLATION BY THE APPLICANT, A MINIMUM SERVICE FEE WILL BE CHARGED.

I, the undersigned, have read the above statements and the Facility Use Regulations form, and understand them fully.

Applicant: Print Name: \_\_\_\_\_

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**For Staff use only:**

Liability Insurance Required: No  Yes  Certificate of insurance attached: No  Yes

Alcohol Being Served: No Yes Liquor Liability Insurance Certificate attached: No Yes  
ABC License attached: No Yes  
Endorsement by City Council and Commission No Yes

Third Party Vendors: No Yes Certificate of insurance attached: No Yes

Base Rental Fee \$ \_\_\_\_\_ Other Fees \$ \_\_\_\_\_ Total Cost \$ \_\_\_\_\_

Deposit (50% of estimated cost) \$ \_\_\_\_\_ Received by: \_\_\_\_\_ Date: \_\_\_\_\_ Balance Due (10 days prior to Event)

Payment Method: Cash Check #: \_\_\_\_\_ Credit Card Information:  
Name on Card: \_\_\_\_\_  
Expiration Date: \_\_\_\_\_

Receipt #: \_\_\_\_\_

Staff contact assigned: \_\_\_\_\_

Approval of Use Conditions: \_\_\_\_\_

Application Approved By: \_\_\_\_\_ Date: \_\_\_\_\_

**Not valid unless signed by Director of Parks and Recreation or Authorized Agent**

# RAMSON CIVIC CENTER RENTAL AGREEMENT

In consideration for renting the Ranson Civic Center on the date, time and amount specifically set forth on my Reservation Request Form, I agree to the following terms and conditions:

## Facility Use Agreement:

1. I understand and shall abide by all terms and conditions specifically set forth within the Facility Use Agreement and Ranson Civic Center Alcohol Use Policy.

## Rental Time:

2. I understand that no one in my party (including entertainers, caterers, volunteers, etc.) is allowed access to the room prior to the start of my rental time.
3. I understand that all members of my party (including entertainers, caterers, volunteers, etc.) must be cleaned up and out of the Civic Center by stated rental end time.
4. I understand I will be charged for any amount of time anyone associated with my rental uses the facility before and/or after the times on the reservation request form.

## Cleaning and Damage Assessment:

5. I understand I am responsible for cleaning all areas and surfaces of the rented room following my event unless I have contracted to have the facility cleaned by the City of Ranson.
6. I understand that all trash must be put in trash cans and not left on the floor.
7. I understand that event staff will go over a cleaning checklist only after everyone in my party has cleaned up and this will be a preliminary cleanup/damage assessment.
8. I understand that the final cleanup/damage assessment will be completed within three (3) business days after my rental or prior to another party utilizing the Civic Center. I will be given notice at this time whether or not my security deposit will be refunded.

## Alcohol Use:

9. Prior approval is required for any rental with alcohol in accordance with the Ranson Civic Center Alcohol Policy. I understand that any alcohol on facility grounds during an event without prior written approval will result in immediate termination of the event; possible criminal consequences and loss of security deposit. Violation of this term may also result in forfeiture of future use of facility.

## Other:

10. I understand if I choose to use any professional services (bounce house, catering, DJ, florist, entertainment, etc.) I must provide their contact information within 20 days of event and that such third party vendors must have a business license with the City of Ranson.
11. I understand that there is a separate fee for using the facility's AV equipment (microphones, speakers, sound system podiums, projectors, etc.)
12. I agree not to use nails, glue, tape, glitter, petals of any kind (real or fake) and/or confetti.
13. I understand that the use of candles require prior approval from facility staff.
14. I understand that failure to comply with the above rules as well as the Facility Use Agreement may result in forfeiture of my security deposit.

Renter's Name: \_\_\_\_\_

Renter's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# **FACILITY USE AGREEMENT**

## **POLICY STATEMENT:**

City of Ranson (City) facilities, which include parks, playing fields, community rooms are available to the public for civic, social, educational, athletic, cultural activities and limited commercial use. It is the intent of this agreement to provide use regulations and application and scheduling procedures to accommodate groups that wish to use City facilities.

A facility use permit, which authorizes the rental of facilities, may be revoked for violation of these policies.

Agreements and permits shall not be transferred, assigned, or sub-let.

## **RESERVATIONS/PROCEDURES:**

1. Applications to use the City facilities must be made on forms provided by the Parks and Recreation Commission. Applicants must provide all information as may be required by the Commission to assure compliance with the requirements and regulations of this agreement.

2. Applicants will be required to pay a security deposit in an amount that will promote use of the facilities in an orderly manner without damage to the facilities. Security deposits will be refunded upon inspection of facilities and confirmation that no property damage has occurred or additional clean up is required.

3. Applicants acknowledge that neither the City nor the Commission assumes any liability for any injury or loss or damage of personal property. When it is deemed to be in the best interest of the general public, the City of Ranson will require the renter to furnish a Certificate of Insurance naming the City as additionally insured. The amount of the insurance shall not be less than \$1,000,000 per occurrence of commercial general liability insurance. Prior to the use of the facility, the application must have approval of the Recreation Director or designated representative.

4. Approval or denial of a reservation request will be provided within five working days of receipt of a completed application.

5. Reservations for use of facilities may be made up to six months in advance, but no later than ten working days before the event with the exception of park reservations which may be made no later than five working days before the event.

6. A permit shall not be transferred, assigned or sublet. All contracts will be issued for specific facilities and for specific hours, and the premises must be vacated as scheduled.

7. The reservation request and rental agreement must be completed and signed by an adult age 21 and over who will attend, supervise and be responsible for the entire event or activities. Proof of non-profit status is required at the time of application in order to receive the non-profit rate.

8. This Facility Use Agreement and permit, which authorizes the rental of facilities, may be revoked for violation of any rental policies.

## **REGULATIONS AND RESTRICTIONS:**

All uses of facilities will be subject to the following regulations and restrictions:

### *A. Use of Alcohol*

1. Alcoholic beverages are prohibited and shall not be permitted in or on any municipal facilities operated by the Commission, except beer and wine may be served for special event occasions at the Ranson Civic Center in accordance with the Ranson Civic Center Alcohol Policy. *Beer and wine may only be served at the Ranson Civic Center if organization, association or a non-profit obtains a special event, festival or fair permit through the West Virginia Alcohol Beverage Commission (ABC) when done in compliance with State of West Virginia Alcoholic Beverage Control (ABC) regulations and approved in writing by the Ranson City Council at the recommendation of the Parks and Recreation Director.* The Parks and Recreation Director will require the permittee to pay City costs to provide additional security when alcohol is served.
2. The use of alcoholic beverages is by written permission only and must be requested at the time the facility use request is submitted. The Commission reserves the right to place restrictions on the use of alcoholic beverages in accordance with State Law and these guidelines. "Alcohol use" means the presence of any beverage that contains any amount of alcohol.
3. Alcohol is not allowed when an event is designated for minors such as school age award programs, birthday parties and/or receptions.
4. When alcohol is served, there shall be a minimum of one (1) police officer per every 100 guests present at the facility at all times. Alternatively, licensed security guards (in the sole discretion of the Ranson Chief of Police) may be utilized. The officers must arrive 30 minutes before guest arrival time and remain until the contract end time. The charge for security shall be set by separate fee schedule. The parking lot must be monitored every 30 minutes. The officers shall have the authority to enforce all rules and regulations governing facility rentals. In the event that additional Police are called, the cost of their services shall be deducted from the applicant's security deposit. The applicant will be billed for any costs exceeding the security deposit.
5. No alcoholic beverage shall be served to any person less than 21 years of age. Injuries caused to any person as a result of alcoholic beverages being served to or consumed by someone under the age of 21 while on the City's premises, shall be the sole responsibility of the organization or individual renting the facility.
6. The distribution or consumption of alcoholic beverages shall be in compliance with all applicable laws, including regulations of the ABC. Any organization using City facilities shall be solely responsible for obtaining all permits or licenses relating to the distribution and consumption of alcoholic beverages on the premises.
7. Alcohol may only be served by an adult 21 years of age or older. If evidence is found that alcohol is being served that was not authorized by the Commission and/or City or to a minor the Police will be notified and the event will be terminated and all fees and deposits will be forfeited.

8. The City shall require the applicant to carry general liability insurance. The City shall require evidence of full liquor liability insurance in addition to general liability insurance when alcohol is sold in exchange for money. The cost of the required liability insurance shall be borne by the applicant.

9. Applicant must abide by the adopted Ranson Civic Center Alcohol Policy.

A. Smoking is prohibited in all City facilities including restrooms and within 25 feet of all entrances, windows, and playgrounds.

B. For all indoor facility rentals involving youth, 17 years and under, there shall be at least one adult for every 20 minors, or increments thereof, in attendance, who shall remain in the facility for the duration of the activity.

C. No group's activities shall interfere with the administration or operations of the City or Commission.

D. Non-profit 501(c)(3) groups may use the facility for fundraising activities and charge entrance fees and collect donations provided that a detailed plan of the event, including the expenses, marketing plan and procedure for collecting fees, is submitted with the rental application.

E. Facilities and equipment are to be left in the same condition as they were prior to the rental. The permittee is responsible to pay for any damage to property or loss of property. A fee equal to total replacement cost will be charged. It shall be the responsibility of the permittee to see that unauthorized portions of the facility are not used. Continued or repeated use of City facilities will be contingent upon care of the facility, property and equipment, and observance of all approved rules and regulations.

F. No gambling of any kind shall be conducted on, or in, City facilities, and the permittee shall insure that no disorderly or illegal conduct shall be allowed in any facility.

I. The use of public address equipment will be limited to that provided by the facility, unless written approval has been secured by the Parks and Recreation Director.

G. Private groups wishing to collect fees, donations or admission charges, or those using the facility to market a product, give a presentation, or advertise their business, will be considered commercial users.

H. The posted occupancy of City facilities shall not be exceeded.

I. Storage space will not be granted at anytime.

J. Facilities may be available on certain holidays in the discretion of the Director.

K. All persons using the facilities shall observe and obey regulations of this policy, the rules of the Commission and all applicable City, State and Federal laws, rules and regulations.

L. Vehicles are not permitted on park grass or fields. Parking is permitted in designated spaces.

M. Minors must remain in the rented facility and shall not be allowed to roam.

N. Any intended use of outside vendors such as bounce houses, entertainment and caterers must be disclosed in the application and if permitted shall comply with insurance requirements and obtain a City business license.

O. Facilities shall not be used for purposes of advancing any doctrine or theory subversive under the Constitution of the United States.

P. No open flames are permitted including the use of candles.

**FEES, DEPOSITS AND CANCELLATION PROCEDURES:**

Fees may be charged for the use of City facilities and shall be established and periodically adjusted and approved by the City Council and/or Commission. Fees are imposed to cover overhead, processing, deposits, maintenance and replacement costs for application and scheduling and maintenance of the facilities.

A. A security deposit will be required for all room rentals. All or a portion of the deposit may be retained by the Commission after inspection of the facility by the Recreation and Senior Services Director or a designated representative and a determination that the facility has not been left clean and/or in good repair.

B. A separate additional cleaning fee will be charged for rental of the Ranson Civic Center.

C. No fee or deposit shall be charged for use of City facilities by the City of Ranson, or events cosponsored by the City of Ranson or its departments, with the exception of set-up charges.

D. Cancellations for any facility other than the Ranson Civic Center may occur seventy-two hours prior to the scheduled use of facilities without forfeiting fees collected by the City, with exception of any applicable City service refund processing fee. Cancellations with less than seventy-two hours notice will be charged a cancellation fee established by resolution of the Commission and/or City Council. In the event of cancellation by the City, notice will be given as far in advance of the scheduled use as possible.

E. Cancellation of rentals by users for the Ranson Civic Center, which occur less than twenty days prior to the scheduled use of the facility will be charged 50% of the rental fee. Cancellations with less than seventy-two hours notice will be charged the entire rental fee.

*Event Supervision:*

1. City and/or Commission employees will be assigned to rental activities and shall have complete authority over the facility, all equipment, participants and activities, including the authority to request changes in activities or cessation of activities.

2. The applicant must be present during the entire rental period and must be available to review both a pre-activity and post-activity checklist with a City employee. The only exception to this rule is when an honoree (i.e. bride and groom) is the applicant. In this case, the applicant must designate another attendee to review the checklists at the time that the room set up is submitted.



*Available Equipment and Set Up:*

1. Rental of facilities includes all tables and chairs as requested. A set up diagram is due no less than twenty working days prior to the event for the Ranson Civic Center.
2. A fee will be charged for the use of the City's amplified sound equipment according to the fee schedule for each particular facility.
3. Staff is not permitted to move any equipment/furnishings supplied by the applicant.
4. Due to limited space, storage of rental equipment will not be permitted.
5. Applicant may not bring in any equipment that cannot be easily carried or rolled into the facility. Equipment cannot be dragged across the floor.

*Food and Beverages:*

1. Stains from food and beverages that require professional cleaning, which will result in additional expense to the City, will be charged directly to the applicant.
2. Outside food and beverages are prohibited, with the exception of funerals, family reunions, birthday parties and other non-profit events with the approval of the Director.

*Facility Clean Up Procedures:*

1. All decorations and catering equipment must be removed and taken away and all trash must be placed in the trash cans.
2. All counter tops, sinks, refrigerator or freezer used must be cleared, thoroughly cleaned, rinsed and dried off.
3. Any food, beverages or any other items left in the facility will be disposed of.

**PRIORITIES OF USE**

Permission for use of City facilities shall be granted on a first come first served basis, subject to the following priorities:

- A. Any event directly sponsored by the City of Ranson or its political affiliates.
- B. Events conducted by a Ranson Civic, Athletic or Public Organization.
- C. Events conducted by a Ranson Resident, Non-Profit\* or Business.
- D. Events conducted by a non-resident.

\* Non-profit status is defined as an organization that is so defined by the Internal Revenue Service, § 501(c) (3) and has a State of West Virginia Tax Identification Number.

I have read the Facility Use Agreement in its entirety and understand that non-compliance may result in the cancellation of this reservation and/or non-return of security deposit fees.

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# RANSON CIVIC CENTER THIRD PARTY VENDOR FORM

Event Date: _____	Renter Name: _____
Start Time: _____	End Time: _____

**Contact Information:**

Event Service Company: \_\_\_\_\_ Contact: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Do you have a City of Ranson business license?       Yes       No

A certificate of liability insurance listing the City of Ranson, Ranson Parks and Recreation Commission and Ranson Building Commission as additional insureds on the day of the event or rental is required. Is certificate included?

Yes       No

**Day of Event:**

Main contact (present at event, delivery person, etc): \_\_\_\_\_

Estimated arrival (drop off) time: \_\_\_\_\_ Estimated departure (pick up) time: \_\_\_\_\_

Please provide a detailed description of the services you are providing for this event (including any equipment you plan on bringing to facility): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Facility Agreement:**

I understand that we will be allowed in the facility and required to vacate the facility at the times agreed upon our client's contract (times listed above).

I understand that we are responsible for removing all event supplies and equipment from the facility before the facility and time agreed upon by our client's contract.

I understand that we are responsible for leaving all equipment, rooms, tables, chairs, and countertops clean and in the condition they were before the event.

\_\_\_\_\_  
Signature of Event Service Contact

\_\_\_\_\_  
Date

## **RANSON CIVIC CENTER ALCOHOL POLICY**

The Ranson Civic Center is **not** a licensed facility. Beer and wine are allowed under certain conditions and upon prior written permission. Serving of hard liquor is prohibited.

### **Use of Alcohol General Policies:**

1. Alcoholic beverages are prohibited and shall not be permitted in or on any municipal facilities operated by the Commission, except beer and wine may be served for special occasions at the Ranson Civic Center when done in compliance with State of West Virginia Alcoholic Beverage Control (ABC) regulations and approved in writing by the Parks and Recreation Director. Individuals are prohibited from serving alcohol. The Parks and Recreation Director will require the permittee to pay City costs to provide additional security when alcohol is served.
2. The use of alcoholic beverages is by written permission only and must be requested at the time the facility use request is submitted. The Commission reserves the right to place restrictions on the use of alcoholic beverages in accordance with State Law and these guidelines. "Alcohol use" means the presence of any beverage that contains any amount of alcohol.
3. Alcohol is not allowed when an event is designated for minors such as school age award programs, birthday parties and/or receptions.
4. When alcohol is served, there shall be a minimum of one (1) police officer per every 100 guests present at the facility at all times. Alternatively, licensed security guards (in the sole discretion of the Ranson Chief of Police) may be utilized. The officers must arrive 30 minutes before guest arrival time and remain until the contract end time. The charge for security shall be set by separate fee schedule. The parking lot must be monitored every 30 minutes. The officers shall have the authority to enforce all rules and regulations governing facility rentals. In the event that additional Police are called, the cost of their services shall be deducted from the applicant's security deposit. The applicant will be billed for any costs exceeding the security deposit.
5. No alcoholic beverage shall be served to any person less than 21 years of age. Injuries caused to any person as a result of alcoholic beverages being served to or consumed by someone under the age of 21 while on the City's premises, shall be the sole responsibility of the organization or individual renting the facility.
6. The distribution or consumption of alcoholic beverages shall be in compliance with all applicable laws, including regulations of the ABC. Any organization using City facilities shall be solely responsible for obtaining all permits or licenses relating to the distribution and consumption of alcoholic beverages on the premises.
7. Alcohol may only be served by an adult 21 years of age or older. If evidence is found that alcohol is being served that was not authorized by the Commission and/or City or to a minor the Police will be notified and the event will be terminated and all fees and deposits will be forfeited.

8. The City shall require the applicant to carry general liability insurance when alcohol is available, but not sold. The City shall require evidence of full liquor liability insurance in addition to general liability insurance when alcohol is sold in exchange for money. The cost of the required liability insurance shall be borne by the applicant.

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*Beer and wine may only be served at the Ranson Civic Center if organization, association or a non-profit obtains a special event, festival or fair permit through the West Virginia Alcohol Beverage Commission (ABC).*

**Special Event Liquor License through WV ABC Administration** - available to an organization, association or a non-profit corporation. Note: Individuals are not eligible to obtain a ABC Special Events License; hence, individuals may not serve alcohol at the Civic Center. This license allows the holder to sell or to provide alcoholic beverages to the public or event attendees. To obtain these licenses, complete the following:

**Step One**— Complete Reservation Request. Obtain permission from Ranson City Council to serve alcohol as required by WV ABC Administration.

**Step Two** - Apply for and obtain a Special Events, Fairs and Festival Nonintoxicating Beer License through the West Virginia ABC Commission. Application can be found at <http://www.abca.wv.gov/licensing/Documents/Special%20Events%20Fair%20and%20Festival%20App%20Web%20Pk.pdf>. Note that all applications must be submitted 30 days prior to event.

**Step Three** - The applicant agrees to abide by City of Ranson and West Virginia liquor laws. Applicant must obtain and provide proof of general liability insurance and liquor liability/dram shop insurance coverage in an amount of at least \$1,000,000 and add the City of Ranson, Ranson Parks and Recreation Commission and Building Commission as additional insureds.

Special Provisions:

- A. All alcohol must be purchased through a licensed distributor and pursuant to Title 176, Series 1, Section 3.10.1 of the West Virginia Code of State Regulations, licensee is required to notify in writing all distributors in the area where the fair, festival or special event with occur in order to ensure that all distributors are provided the opportunity to participate.
- B. Donated alcohol/beer/wine cannot be used.
- C. All permits must be on file with the Ranson Parks and Recreation Commission.

**Examples:** Any organization that charges to attend their event or wants to benefit from the sale of alcohol at their event.

All events where alcohol is present must have licensed security professionals in attendance. Lessee must provide proof of hired licensed security **at least 10 days prior to event** if alcohol will be served. **NO EXCEPTIONS.**

# LICENSES REQUIRED FOR CIVIC CENTER RENTAL

## **Business License for Professional Services**

All businesses providing event services for the Renter (bounce house, catering, DJ, lighting, sound technicians, florists, photographers, etc.) must have a current City of Ranson business license on file.

## **Liability Insurance:**

Renters which consist of a business, **non-profit, education or government organization** must provide proof of General Liability/Property Damage Insurance coverage with a minimum combined single limit of \$1,000,000 per occurrence and a minimum \$1,000,000 aggregate. All renters serving alcohol shall provide Commercial General Liability Insurance and Liquor Liability Insurance.

General Liability/Property Damage Insurance coverage with a minimum combined single limit of \$1,000,000 per occurrence and a minimum of \$1,000,000 aggregate will be required from **individuals** utilizing the Ranson Civic Center facility **if any of the following applies:**

- The general public is invited to attend, observe and/or participate; and/or
- Sales of merchandise and/or food will take place.

If an event is held at the Ranson Civic Center does not meet one of the above criteria and is intended for the sole use of the individual conducting the event, no insurance will be required, unless the Director of Parks and Recreation determines that such event dictates the need for additional insurance protection because of the amount of people attending or nature of event.

The insurance certificate shall show the City of Ranson, Ranson Parks and Recreation Commission and the Ranson Building Commission as additional insured. Only insurance written by a company with an A.M. Best rating of no less than a B+ and in good standing with the State of West Virginia shall be acceptable to the City of Ranson.

### **The Certificate Holder to Read:**

City of Ranson  
Ranson Building Commission, and  
Ranson Parks and Recreation Commission  
312 S. Mildred Street  
Ranson, WV 25438

Additional insurance is not required by for events sponsored by the City of Ranson or its political entities and/or subdivisions.

## **Alcohol Permit:**

Alcoholic Beverage Commission (ABC) permits are required for events where alcohol is being served or sold in the Ranson Civic Center. Permits are available through the West Virginia Alcoholic Beverage Commission Administration for special events, fairs and festivals. The City will require a copy of the license.