



CITY OF FALLS CHURCH  
 Recreation and Parks Department

Cherry Hill Farmhouse  
 312 Park Avenue  
 Falls Church, Virginia 22046

Date of  
 Submission

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**APPLICATION FOR USE OF  
 CHERRY HILL FARMHOUSE AND GROUNDS**

**EVENT:**

DATE OF USE: \_\_\_\_\_

TIME OF USE: \_\_\_\_\_ a.m./p.m. to \_\_\_\_\_ a.m./p.m.

\* Monday-Thursday 8 a.m.- 9 p.m., Friday- Saturday 8 a.m.- 11 p.m., Sunday 8 a.m.-9 p.m.

\* *Include all set up and clean up in time of use.*

Type of Event: \_\_\_\_\_

Estimated Attendance: \_\_\_\_\_ Min \_\_\_\_\_ Max

Requesting to Serve Alcohol:      YES                      NO

Tent/Canopy to be used:              YES                      NO

\*Separate permits and additional fees are required for use of a tent and serving alcohol.  
 More information will be provided in the following documents.



**APPLICANT:**

The applicant will be the contact person for the rental. This person will also be on the premises and in charge of the event throughout the reservation period. The security deposit will be returned to the applicant using the information provided below.

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

Address: \_\_\_\_\_

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

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

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



**FEE STRUCTURE:**

**Events for more than 50 people** (Tent required due to occupancy limits of the house)  
City Residents: \$200 per hour (6 hour minimum)  
Non-City Residents: \$250 per hour (6 hour minimum)

Additional Hours  
City Residents: \$150 per hour  
Non-City Residents: \$200 per hour

**Events for less than 50 people** (Tent not required)  
City Residents: \$150 per hour  
Non-City Residents: \$200 per hour

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**FEE CALCULATION:**

	<b>Amount</b>	<b>Due Date</b>
<b>Rental Fees</b>		
<b>Events for more than 50 people</b> Minimum Fee (6 hours)	\$ _____	
Additional Hours    \$ _____ x _____ hours	\$ _____	
<b>Events for less than 50 people</b>	\$ _____	
<b>TOTAL RENTAL FEES:</b>	\$ _____	_____
<b>Friends of Cherry Hill Fee</b>	\$ <b>100</b> _____	_____
<b>Security Deposit</b>	\$ <b>400</b> _____	_____

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**FEE SCHEDULE:**

**Reservation Deposit:** A \$400 reservation deposit or a 50% reservation deposit for rental totals under \$800.00 is required upon applying to rent the Cherry Hill Farmhouse. This deposit is credited toward the payment of your full Rental Fee. This is payable by credit card, a check (to ‘The City of Falls Church’) or exact cash.

**Rental Fee:** The balance of the Rental Fee is due 90 days prior to the event. This is payable by credit card, a check (to ‘The City of Falls Church’) or exact cash.

**Friends of Cherry Hill Fee:** The \$100 Friends of Cherry Hill Fee is due 90 days prior to the event. This fee is due in the form of a check made payable to ‘The Friends of Cherry Hill’.

**Security Deposit:** The full refundable \$400 Security Deposit is due 90 days prior to the event. This deposit must be in the form of a check made payable to ‘The City of Falls Church.’



# CHERRY HILL FARMHOUSE

## Additional Permits/Fees Explanation:

**Alcohol Beverages-** Alcohol is only permitted at the event if permission is granted by the Director of the Recreation & Parks Department. A letter requesting permission to serve alcohol should accompany your application. If your request is approved, you are required to apply for a temporary permit to serve alcohol with The Virginia Department of Alcoholic Beverages. The current fee required to obtain that permit is \$55.

The enclosed application is for your convenience or you may submit it online at [www.abc.virginia.gov](http://www.abc.virginia.gov). For further detailed information on obtaining the license please refer to the application provided, ABC website or the nearest ABC office located at 6308 Grovedale Dr., Alexandria, VA (703-313-4432).

**Building Permit-** All tents that will be set-up in Cherry Hill Park require inspection by the City of Falls Church Department of Public Safety. The current fee required to obtain that permit is \$85.00 per tent. The fee for this application is non-refundable. Please complete the enclosed application (portions for you to complete have been highlighted) and return it to The Department of Development Services at 300 Park Ave., Falls Church, VA (703-248-5080). In addition to the Building Permit Application, it is required that you submit a diagram of the tent in relation to the Cherry Hill Farmhouse. Please draw the tent including dimensions, entry and exits on the attached Cherry Hill Floor Plan.

**I agree to obtain the proper permits and apply the rules and regulations set by the Virginia Department of Alcoholic Beverages as well as The Department of Development Services.**

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**Applicant's Signature**



# CHERRY HILL FARMHOUSE RENTAL POLICIES

**1. SECURITY DEPOSIT:** A \$400.00 security deposit is required 90 days prior to the event. Providing there are no damages the full deposit will be returned to you after your event. The client is responsible for all damages and/or injuries to persons or property resulting from use of the property by the Client and the Client's guests, contractors, agents and employees. The building and grounds will be inspected after your event by staff to determine condition and potential damages. Damages will be deducted from the security deposit. If the security deposit is insufficient to cover the cost of damage, the Client will be billed for the remainder.

**2. CANCELLATION POLICY:** All cancellations must be in writing.

- If cancellation is received more than 90 days prior to the event the full reservation deposit will be returned, less an \$80.00 administrative fee.
- If cancellation is received 90 days or less prior to the event the reservation deposit will be forfeited. The Security Deposit and Friends of Cherry Hill check will be fully refunded.
- If the cancellation is received 60 days or less prior to the event, the FULL Rental Fee is forfeited. The Security Deposit and Friends of Cherry Hill check will be returned.

**3. CHERRY HILL HOSTESS:** A Cherry Hill hostess will be on hand the day of the event. The hostess will open the house and be there during the event to answer questions and assist you. The hostess will contact you prior to your event.

**4. SECURITY:** Check with the Cherry Hill Coordinator or the Recreation Department about disarming the security system. The house will be opened by the Cherry Hill hostess. If she is not available the keys for the house can be obtained from the Recreation Department (223 Little Falls St., 703-248-5027). The easiest way to enter and leave the house is through the kitchen door. It only requires one key. The other doors can then be unlocked from the inside. When leaving PLEASE CHECK TO MAKE SURE ALL DOOR ARE LOCKED- ESPECIALLY THE REAR HALL DOOR.

**5. FIRE REGULATIONS:** Absolutely no smoking is permitted in the house or on the front covered porch. No tables or equipment may block the rear hallway door. Lighted candles must be approved by the coordinator or the hostess on hand. If approved the renter must use candles provided by the house. Lighted candles cannot be placed on the dining room mantel. If candles are used they must be put out with the candle snuffer that is located in the top center drawer of the desk in the parlor. The fireplaces are not functional and should not be used under any circumstances.

**6. FURNISHINGS:** No furnishings may be moved without the approval of the Cherry Hill Coordinator and only under the supervision of City staff. Please do not sit on any furniture in the parlor that is marked off with a green ribbon. No dishes, cups, glasses etc. (full or empty) should be placed on any furniture except for the dining room table. Two butler trays are available for collecting dishes. A protective pad should be used underneath any tablecloth placed on the dining room table. A pad can be found in the built in cabinet in the dining room. No additional lighting or heating fixtures should be placed on any furniture. In particular do not set electric coffee pots in the dining room. Coffee can be brewed and hot water heated in the kitchen and transported by pots to the dining room. Pots are available for your use and are stored in the kitchen cabinet. The contents of the dining room sideboard and cupboard are not for public use. The two upstairs bedrooms that are furnished in period antiques will be closed to the public during rentals. The large upstairs meeting room and the adjoining restroom are available for public use.



**7. FOOD AND DRINK:** Food and beverages are not allowed in the parlor. The Cherry Hill hostess will inform guests of this rule if necessary. All food should be prepared in the kitchen. All drinks should be opened in the kitchen, particularly bottles of wine and champagne. Pitchers for carrying drinks are available in the kitchen. The punch bowl stored over the refrigerator and the cups in the cabinet over the dishwasher are available for your use. The white dishes in the tall cabinet are also available for your use.

If kitchen dishes are used please load the dishwasher but **DO NOT START** the dishwasher. The Cherry Hill Coordinator will run the dishwasher when she comes in to work. Ice in plastic bags should not be left in plastic bags on the counter or kitchen floor.

Everything brought to the event must be taken away. Please do not leave leftover food in the refrigerator. Trash bags are available for your use and garbage should be placed in the trash bins directly behind the house in the unlocked shed. A dustpan and small broom are under the sink to wipe up any spills in the dining room or kitchen.

**8. DECORATIONS & MUSIC:** No tacks or adhesives of any kind may be used to attach decorations to the inside or outside of the farmhouse. Decorations can be attached with ribbons or ties. Confetti is not permitted inside the house or surrounding grounds. Flower arrangements are permitted but must be placed on glass coasters. Glass coasters are available for your use and are stored in the kitchen. Amplified music may not be used in the house. However, it is allowed outside at a reasonable level.

**9. HOUSE CAPACITY:** The limit for an indoor event is 50 people for a standing reception and 20 for a seated dinner in the dining room. For gatherings over 50 an outside tent is required. For events with over 100 people it is suggested that out door bathroom facilities also be rented. For tents that hold over 50 people a temporary permit is required. Permits can be obtained from the Department of Environmental Services in City Hall.

**10. ALCOHOLIC BEVERAGES:** Alcohol is permitted but you must obtain a temporary license to serve from the local ABC office. A letter must also be written to Danny Schlitt, Director of the Recreation and Parks Department, requesting permission to serve alcohol at your event. This letter should be submitted with the application.

**I have read the application and agree to abide by and implement the Cherry Hill Farmhouse Rental Policies.**

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**Applicant's Signature**

**For questions regarding the rental**

**Krissy Loerch**  
Senior Administrative Assistant  
Falls Church Recreation & Parks Dept.  
703-248-5027  
kloerch@fallschurchva.gov  
Mon.-Fri. 8 a.m.-4:30 p.m.

**For questions regarding the Cherry Hill Farmhouse**

**Diane Morse**  
Cherry Hill Farmhouse Coordinator  
Falls Church Recreation & Parks Dept.  
703-248-5171  
dmorse@fallschurchva.gov  
Mon.-Thurs. 10 a.m.-3 p.m.