



**Town of Orange  
Town Manager's Office**

119 Belleview Avenue, Orange, Virginia 22960 - 1401  
Phone: (540) 672-5505 Fax: (540) 672-4435  
Email – townclerk@townoforangeva.gov

**TRAIN STATION  
Reservation Request Form**

Submitted By: Name: \_\_\_\_\_  
Representing: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Reservation Date Desired: \_\_\_\_\_ S M T W T F S  
\*Beginning Time Needed: \_\_\_\_\_  A.M.  P.M. Time Ending: \_\_\_\_\_  A.M.  P.M.  
Number of People Expected to Attend: \_\_\_\_\_ Outdoors Use Needed:  Yes  No  
Outdoor Electricity Needed:  Yes  No

General Description of Activities Planned (Both Inside and Outside):

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

The Town of Orange owns and operates the Railroad Depot for use of the Visitors Bureau, as a magnet to Downtown and for the enjoyment of Town citizens and our guests. The Town makes the facility available for reserved uses on a first come-first served basis. The Town reserves the right to limit the duration of any events, and to impose any special conditions deemed necessary by the Town on any use of the property. Persons making application to use the facility must adhere to the following rules: Noise, including music from the event, may not be so loud as to disturb adjoining properties. Alcoholic beverages may only be opened inside the building unless the reservationist is in compliance with an approved permit from the Virginia Alcoholic Beverage Control (ABC) Board to have alcohol outside. All trash is to be bagged, removed, and placed in trash cans outside. Each individual is responsible for paying the Town a \$50 cleaning fee when renting the building. All equipment and food brought in must be removed as soon as activity is over. The reservationist and all persons or groups entering the property agree to hold harmless the Town of Orange, its employees, or agents for any and all claims arising from the use of the property. By signing below, the group through the above named reservationist agrees to these terms. Such persons will be assessed by the Town the cost for repair of any damages done to the property or clean-up.

\*Community room use will be limited daily between the hours of 9 a.m. – 5 p.m. to small meeting groups of ten (10) or fewer people. There will be no social activities such as parties, showers, dinners and receptions permitted during the hours of 9 a.m. – 5 p.m.

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

**\*\*\*\*FOR OFFICE USE ONLY\*\*\*\***

Scheduled:  Yes  No  
Visitor's Bureau Copied:  Yes  No

Fee Posted:  Yes  No  
By: \_\_\_\_\_

**"A Main Street Community"  
&  
"A Newly Designated Urban Enterprise Zone"**

We are pleased to receive your application for use of the Orange Depot. The Depot was requested on the date shown on the reverse of this letter.

In accordance with authority granted by the Town of Orange, I approve your request as presented. You may use this letter as verification of approval. This approval is made solely in response to your request. In no way does the Town assume any liability for the event nor does the Town endorse any particular sponsor of the event. By accepting this approval, the sponsor(s) agrees to hold harmless the Town for any cause of action resulting from the event.

We ask that you please ensure that the Depot and grounds are left in the same neat manner you found them. Vehicles are permitted to park only in the paved parking areas or the Community Park lot (Mario's). Also, so that we may better serve you and other users of the property, we ask that you please notify us in the event you observe any damage to the facilities or any maintenance item deserving our attention. If you should need to reach us after regular business hours, please call the Police Department at (540)672-1491.

You may obtain a key by paying a \$20.00 deposit to the Town of Orange Treasurer. Your deposit will be refunded to you upon return of the key and inspection of the facility. There is also a \$15.00 rental fee if you live in the Town, and \$30 rental fee if you live in the County, and all individuals must pay a \$50 cleaning fee prior to renting.

Should you have questions of me in this regard or if I may be of additional assistance, please do not hesitate to contact me. My wishes for a wonderful event.

Sincerely,

TOWN OF ORANGE

Wendy J. Chewning, MMC  
Town Clerk/HR Manager