



Legacy Hall Facility Reservation Requirements

Host your next special event at Legacy Hall. The facility is available for use by civic and community groups as well as the public on a fee basis.

Legacy Hall in New Town.....4301 New Town Avenue
Williamsburg, VA 23188

<https://www.jamescitycountyva.gov/Facilities/Facility/Details/Legacy-Hall-29>

Reservation Office Location.....James City County Parks and Recreation
Administrative Offices

5320 Palmer Lane, Suite 2A
Williamsburg, VA 23188

Office: 757-259-5410 Fax: 757-259-5420

joan.etchberger@jamescitycountyva.gov

To reserve Legacy Hall, you will need:

- Reservation Agreement
- \$25 Non-Refundable Processing Fee
- Additional \$25 Non-Refundable Processing Fee if less than 30 days before the event
- Security Deposit

No Later Than **30** Days Before the Event:

- Rental Fee - FULL PAYMENT DUE
- Tent Rental Information (if applicable)

No Later than 21-14 Days Before the Event:

- Final Room Set-up
- **ABC LICENSE** Contact Information for Alcoholic Beverage Control Commission:
Website: <https://www.abc.virginia.gov/>
Phone No.: 757-825-7830
- Certificate of Insurance for General Liability (\$1,000,000 minimum) naming James City County as an additional insured (if applicable)

Example of language appearing on the Certificate of Insurance:

**“ Insured For An (Event Name) _____ To Be Held On
(Date) _____ at Legacy Hall, 4301 New Town Avenue,
Williamsburg, VA 23188.”**