



TWIN LAKES STATE PARK
CEDAR CREST
CENTER

The natural choice for your event.

TABLE OF CONTENTS

02	General Information
03	Prices & Fees
04	Frequently Asked Questions
06	Rental Agreement
08	Event Seating & Sample Floor Plans
14	Cleaning Checklist
15	Photo Gallery
16	A Word from Our Staff

GENERAL INFORMATION

Whether it's a wedding, family reunion, or a 100th birthday celebration, Cedar Crest Center at Twin Lakes State Park is the natural choice for your special event.

About Cedar Crest Center

Cedar Crest is a charming retreat, dating back to the 50's. Originally the beach front restaurant and concession of Prince Edward State Park for Negroes, it offers an ideal water front view, surrounded by the forest.

Centrally located one and a half hours from Richmond or Charlottesville, your event will be easily accessible from Rt 360 or 460, and offers on-site accommodations for out of town guests.

With many original details ranging from terracotta tile to hand crafted wooden structures, and the modern amenities desired by today's generation, Cedar Crest is the natural choice to create new memories or reminisce with the ones you love.

What's included in a rental?

Doswell Hall (max. 135)

- Banquet Hall
- Tables and Chairs
- Caterer's Kitchen
- Bar/Reception Area
- Restrooms

Latham Room (max. 35)

- Tables and Chairs

Hurt Room (max. 16)

- Board Table and Chairs

Decks

- Tent (in season, March through November)
- Deck Tables and Chairs
- Restrooms

Grounds

- Lakeside Gazebo
- Benches (seats 75)
- Large Parking Area
- Guest Parking at Your Event



PRICES & FEES

FRIDAY | SATURDAY | SUNDAY
10 A.M. - 10 P.M.

One Day Event	\$800
Two Day Event	\$1500
Three Day Event	\$1905

MON. | TUES. | WED. | THURS.
8 A.M. - 4 P.M.

One Day Event	\$400
Two Day Event	\$600
Three Day Event	\$805
Four Day Event	\$1000

EXCESSIVE CLEANING FEE
CHARGED AS NECESSARY

CANCELLATION FEE
CHARGED AS NECESSARY

0-60 Days Before Event	100% (NO REFUND)
61 or More Days Before Event	50%

Payment is due in full at the time you make your reservation.

Do I have to schedule a tour, or can I stop by?

Please contact the park office at 434-392-3435 to schedule a tour. The park office is open 7 days a week from 9 a.m-4 p.m.

Do I have to pay in full when I reserve?

Yes, a 100% deposit is required upon reserving.

How do I reserve Cedar Crest?

You can check availability and reserve by calling the Reservation Center at 1-800-933-7275. You cannot reserve Cedar Crest through the park, you must call the Reservation Center.

What is the maximum capacity?

While there are many rooms and outdoor spaces at Cedar Crest, Doswell Hall is most commonly where receptions, conferences, or dinners are held. The maximum capacity is 135.

Can I decorate?

Decorations such as flowers, battery operated candles, and signs are welcome. We do not allow anything to be applied to the walls or building that will cause damage such as nails, staples, or push pins. You may use 3M Command Strips* to hang decorations from the walls. Candles, confetti including rice and birdseed, paper "wish" lanterns, and fireworks are not permitted. Balloons are permitted; however all balloons must be properly disposed of. Renter is subject to a \$25 fine per balloon, per the Code of Virginia.

Can my pet come inside?

Animals, other than service animals, are not permitted inside, but are welcome outdoors if kept leashed. Leashes must be no longer than 6'.

*Please refer to the rental agreement

Can I serve alcohol at my event?

Yes, but you must obtain an ABC license for the day of your event. This process can take up to a month, and the license needs to be onsite the day of the event, please plan accordingly. Alcoholic beverages must remain in the building or on the deck. Consumption of alcoholic beverages beyond the boundary stated are subject to be fined per the Code of Virginia.

Can we choose our own cater?

Yes, we maintain a list of local caterers familiar with our site if needed. Caterers must provide a certificate of insurance and a valid permit from the Department of Health. Caterers have access to the catering kitchen, but they may not use all equipment on site. Equipment available for use include a convection oven, commercial fridge and freezer, a three compartment sink, prep areas, a coffee maker, and an ice machine. Please communicate this with your caterer prior to your event.

Am I responsible for set-up and clean up?

Yes. Our staff will place the requested number of tables and chairs in Doswell Hall prior to your event. You will be responsible for setting them up. You are responsible for break down as well. A cleaning list is provided in your guide and onsite. Trash and recycling must be removed from the site and disposed of properly. We provide you with the cleaning supplies necessary to complete this list. Please keep in mind that clean up and break down must be completed by 10 p.m.

What about parking?

The parking lot can accommodate 100 cars. There are two handicap spots located to the right of the building, with access directly to the covered walkway.

What type of window coverings are there?

Blinds are on all windows in Doswell Hall (no curtains).

Can I come in early to set up? How late can I stay?

We cannot allow for set-up/break down outside of your rental time. Due to the rentals ability to be booked on short notice, other events may be scheduled the day before your event. To ensure you are able to fully prepare we recommend booking a two- or three-day package. Due to the facilities location within a state park, quiet hours begin at 10 p.m. and will be enforced by the Ranger on Duty.

RENTAL AGREEMENT

A signed copy of the rental agreement is due to the park office before the start of your event.

RENTAL TERMS & CONDITIONS

Cedar Crest | Twin Lakes State Park

The Following must be submitted to Twin Lakes State Park at least two weeks prior to your event:

1. A signed copy of this document
2. ABC Banquet License, if alcohol is to be served
3. Caterer's business license and health permit

Cancellation Fees:

1. Fifty-percent of the rental cost is forfeited if notice of cancellation is given 61 or more days before the start date of your event.
2. The entire rental cost will be forfeited if notice of cancellation is within 60 days of the start date of your event.

Neither party will be liable for failure to fulfill the obligations outlined above if such failure is a result of Acts of God, including: fire, flood, earthquake, hurricane or other natural disaster, war, invasion, government

shutdown, or interruption or failure of electricity or telephone service. Should the area be deemed unsafe or nonfunctional, the renting party may at their option choose to reschedule their event or receive a full refund.

Access is permitted only during the times outlined in your rental agreement, including:

1. Set up and clean up
2. Access by service providers, like decorators, florists, photographers, DJs and caterers

Alcoholic Beverages, including beer and wine, are permitted only with an ABC Banquet License which must remain posted during your event.

If consumption of alcohol is found to take place outside of the building or decks, your event may be shut down with no refund.

Twin Lakes State Park

Smoking is not permitted inside. Ash cans can be found outside.

By signing, you are acknowledging that it is your responsibility to clean the building and grounds to their pre-arrival condition before the rental period expires. Failure to do so will result in an Excessive Cleaning Fee being charged at \$50 per hour, with a minimum three hour (\$150) charge.

Equipment or facility damage beyond repair will be billed to the customer at new replacement value.

A trash dumpster is located along Cedar Crest Road, adjacent to the Cedar Crest entrance sign.

Attachment of any adhesive or fastener to any element of the facility ceiling, to include: ceiling tiles, light fixtures, ceiling fans, projector and projector mount, projector screen or casing, and speakers is prohibited. Damage or recalibration caused to any of the audio and visual components of the facility that requires the use of off-site contracting will be billed at the rate of \$100 per hour, including travel time.

Other decorations, if attached to walls, molding or paneling, must not cause damage upon removal. Acceptable attachment options include:

1. Easy release painter's tape
2. Easy release silicone or putty adhesives
3. 3M Command Strips*

Tables, chairs, furnishings and other requested equipment will be made available to you by park staff prior to the start of your event.

It is the customer's responsibility to set up and arrange all tables and chairs.

All furniture (excluding deck furniture) must remain indoors at all times.

If additional seating outside of what the park is able to provide is required for your event, it is your responsibility to rent or obtain these items from another provider prior to your event.

Ladders, steps, lifts and/or other equipment owned by the park are not available for public use.

Pets are not allowed indoors, but are permitted outdoors if leashed. Leashes must be no longer than 6'.

Service animals are welcome indoors.

Kitchen access includes: prep areas, sinks, refrigerator and freezer, convection oven, coffee and ice makers.

Swimming is prohibited in Prince Edward Lake.

Please observe all posted speed limit (25 mph) and traffic control signs. Cedar Crest Road is regularly traveled by adult and children hikers and bikers.

Parking for event guests is included in your rental, and applies only at the Cedar Crest parking areas. A daily parking fee will be charged for use of other park amenities.

*When using 3M Command Strips, you must ensure all application and removal instructions are followed, and that all strips are removed before the end of your rental period. Repairs for faulty installation or removal, or use of substitute brands that result in damage will incur a \$150 charge.

EVENT SEATING

The seating area in Doswell Hall can accommodate up to 135 guests, depending on the number and type of tables you choose. Use the chart on this page and the sample floor plans on the following pages to figure out how many tables and chairs you'll need to request from the park. Remember to provide this information at least two weeks prior to the start date of your event.

Table Type	Table Size	Seats	# Available
Rectangular	6'L x 18"W	6	19
Rectangular	6'L x 30"W	6-8*	17
Round	5' Diameter	6-8*	15
Deck	4' Diameter	4	8

*Rectangular tables can seat up to eight only if guests are seated at table ends. The ideal number of guests for both rectangular and round tables is six to ensure guest comfort.

Seating in Other Areas of Cedar Crest

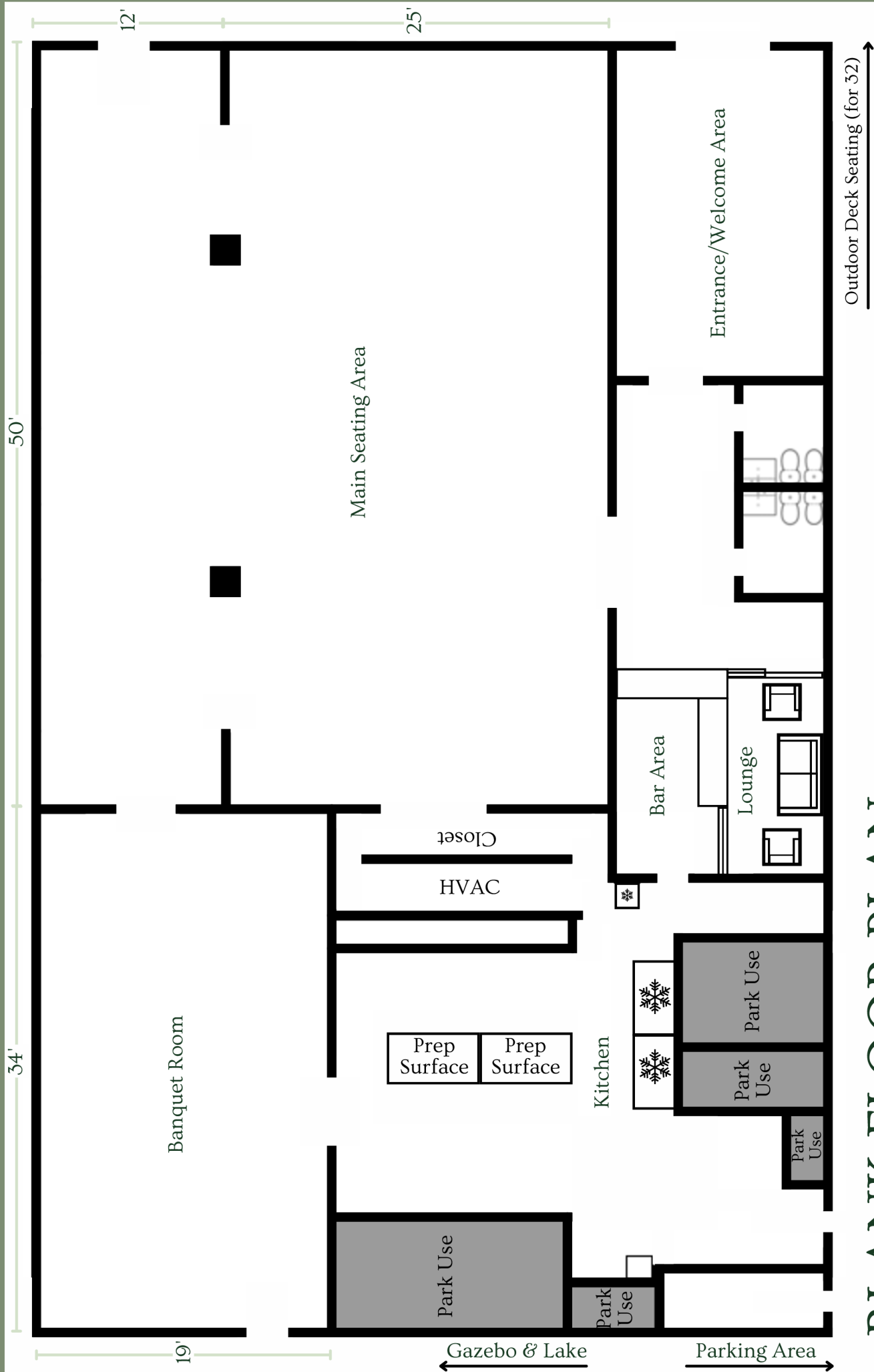
The Latham and Hurt rooms come with tables and chairs already in place, with a maximum occupancy of 35 and 16, respectively. The outdoor benches facing the gazebo and lake can seat approximately 100 people, or about nine people at each of the 12 benches.

Furniture Colors

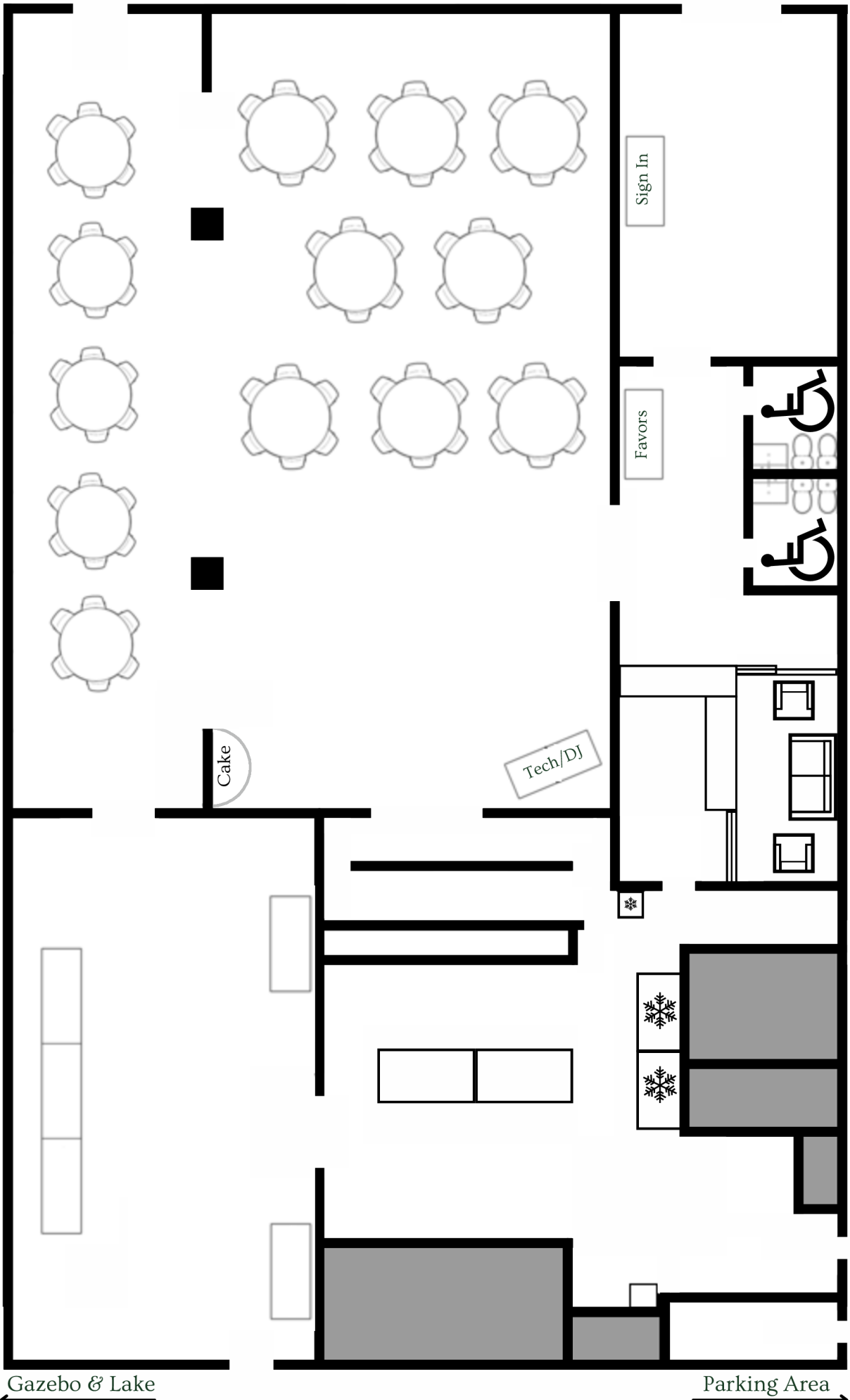
Some rectangular tables have a woodgrain tabletop, while others have a slightly textured grey top. All round tables have a woodgrain top.

Chairs are black with blue cushions.

All deck furniture is white.



BLANK FLOOR PLAN

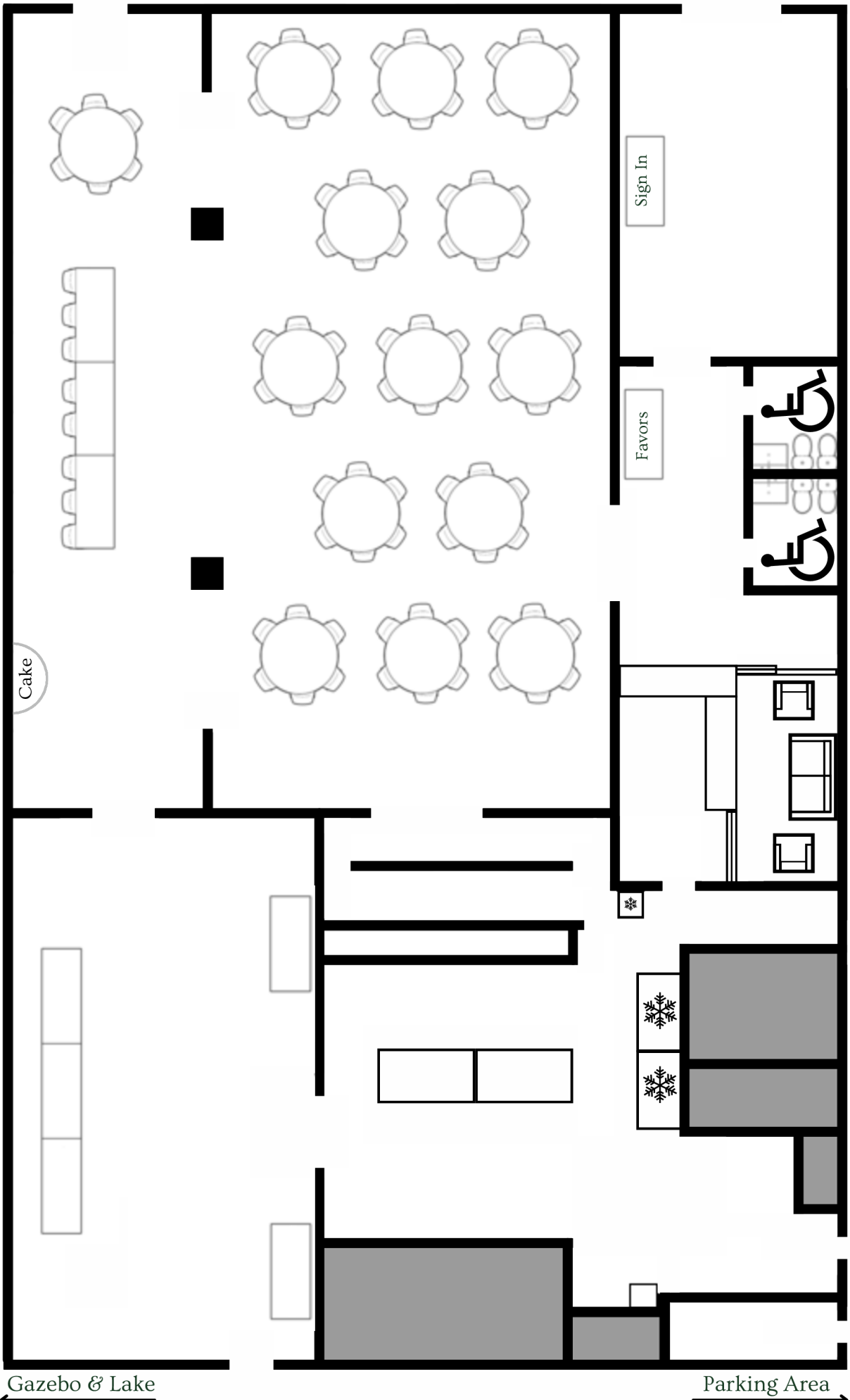


Gazebo & Lake

Parking Area

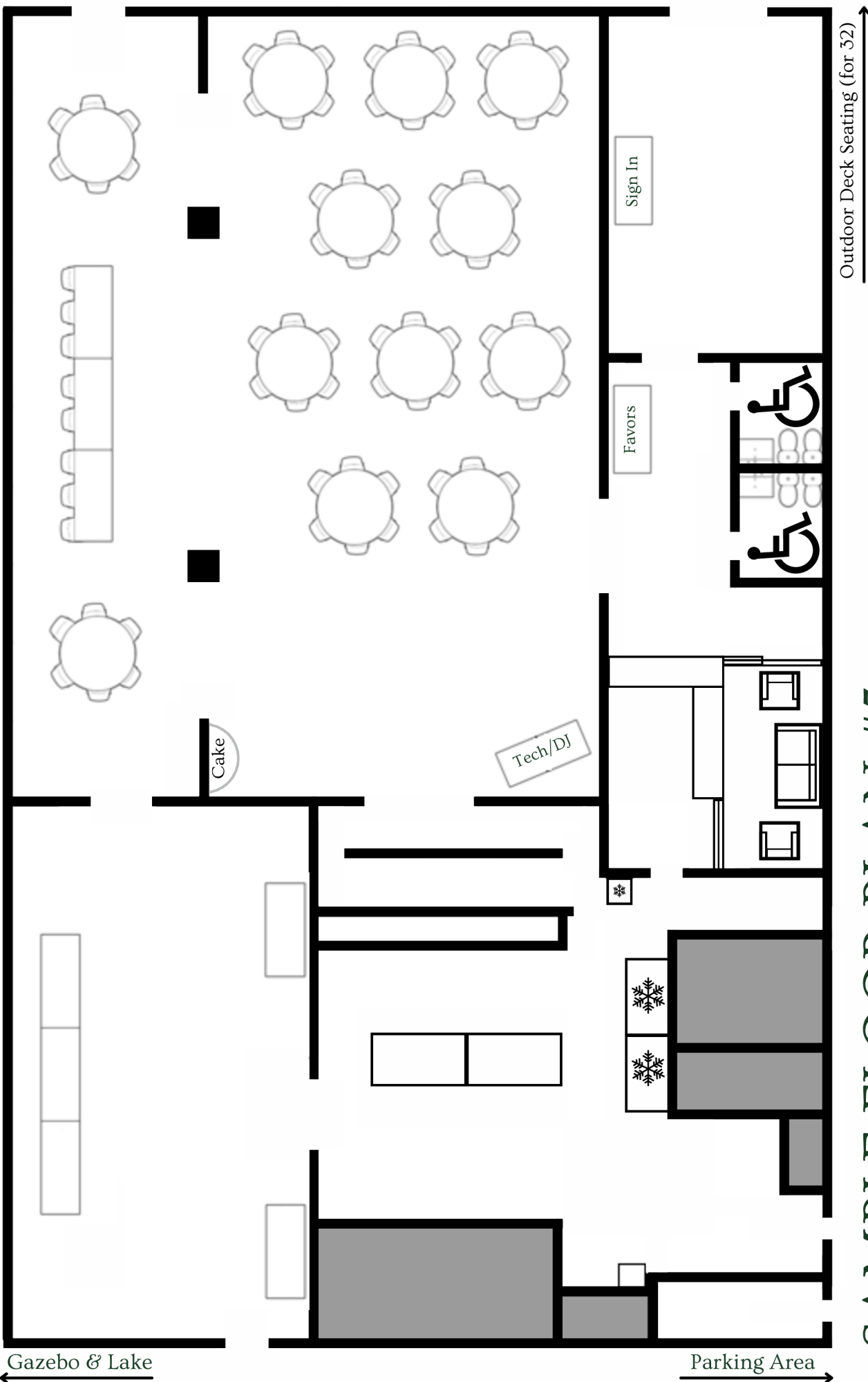
Outdoor Deck Seating (for 32)

SAMPLE FLOOR PLAN #1

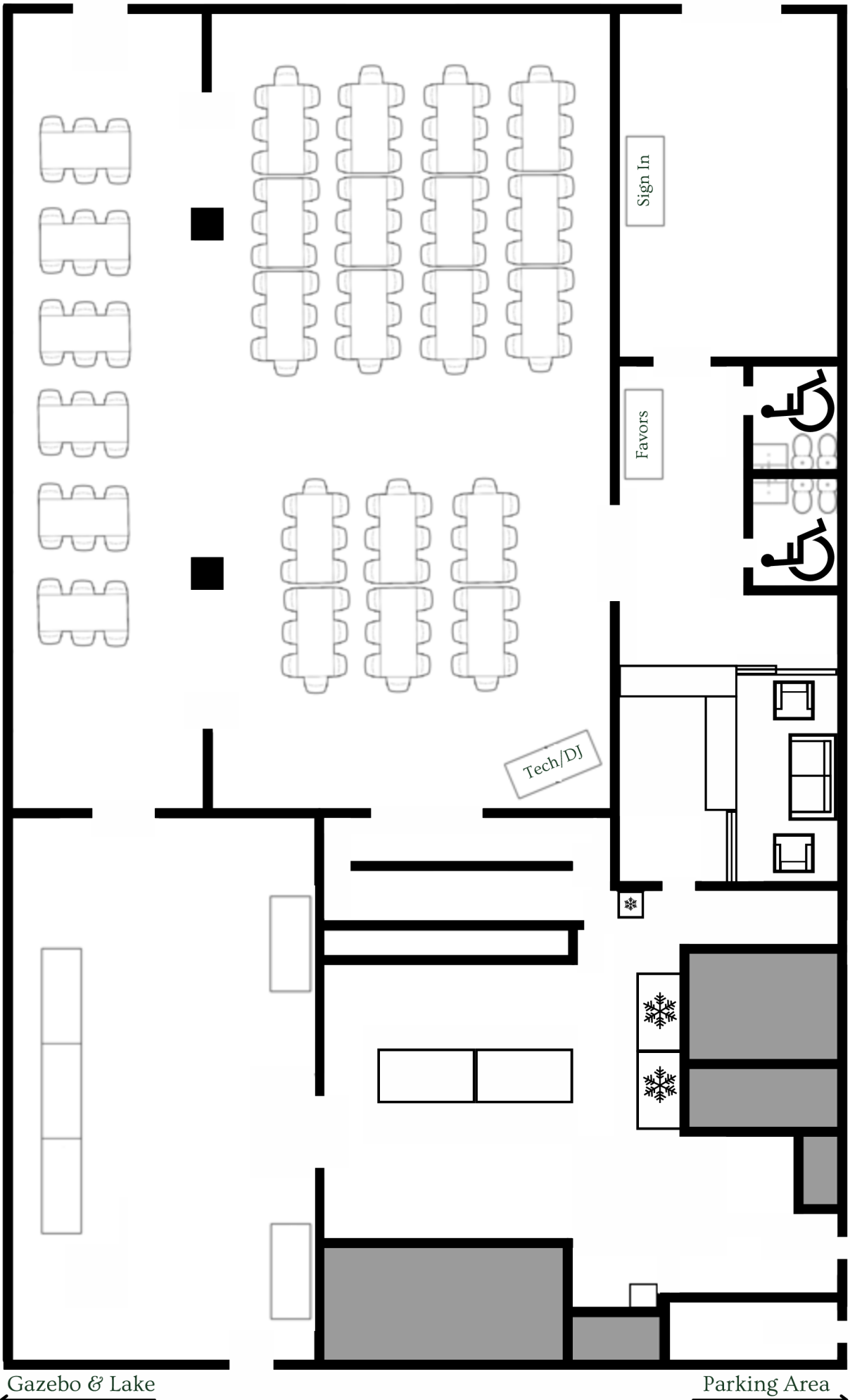


Outdoor Deck Seating (for 32)

SAMPLE FLOOR PLAN #2



SAMPLE FLOOR PLAN #3



SAMPLE FLOOR PLAN #4

Outdoor Deck Seating (for 32)

Gazebo & Lake

Parking Area

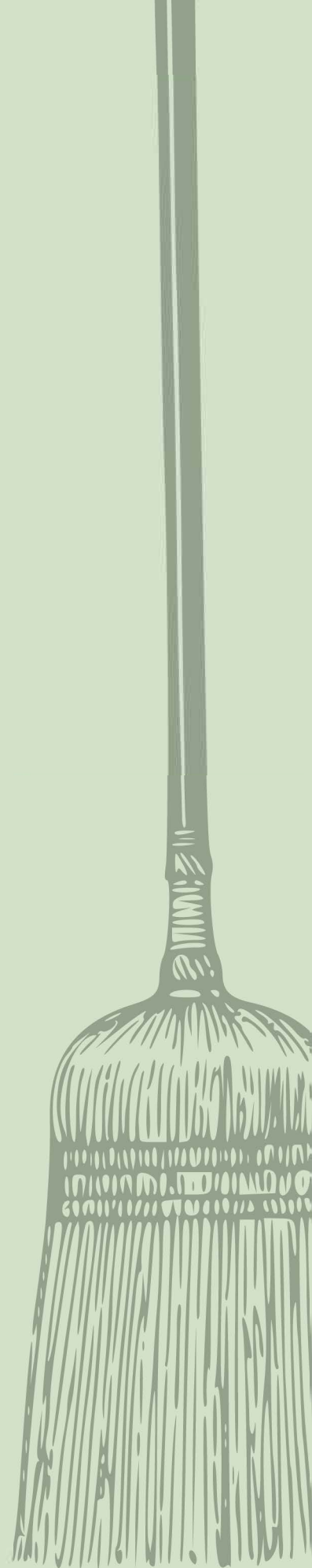
CLEANING

The renter is responsible for returning Cedar Crest to its pre-rental condition once the event is over. Use the cleaning checklist below to avoid being charged the excessive cleaning fee.

- ☐ Remove all trash and litter from the grounds.
- ☐ Remove and/or dispose of all leftover food.
- ☐ Rinse coffee makers and leave open to dry.
- ☐ Wipe all counters and surfaces, including tables and chairs.
- ☐ Mop any spills.
- ☐ Sweep all floors.
- ☐ Remove all trash bags from trash cans and place in the outdoor dumpster across from the Cedar Crest sign.
- ☐ Break down all cardboard and place in the outdoor recycling bins next to the dumpster (which is across from the Cedar Crest sign).

Notify the park of any problems or damage that may arise during your event by calling the office at 434-392-3435 or the ranger on duty at 434-253-0354.

Failure to return Cedar Crest to its pre-rental condition will result in an excessive cleaning fee, which will be billed to you.



GALLERY



A WORD FROM OUR STAFF

Each of us at Twin Lakes State Park followed a different path to become a park ranger, but we're all here for the same reason: to connect with and serve our community in the great outdoors.

Both of the park's lakes were constructed in the 1930s by the Civilian Conservation Corps, and since that time have served millions of visitors; first as undeveloped recreation areas, then as Virginia's first state park accessible to people of color (called Prince Edward State Park at the time), and eventually as Twin Lakes State Park.

Over the decades, this place has become the center of many fond memories for many folks: swimming for the first time, learning to fish, paddling, and spending precious time with loved ones.

We take a lot of pride in our park, especially what it has meant and continues to mean to our visitors and community. It's not always easy being a ranger: there are long, hot days and nights, holiday hours and a surprising amount of paperwork; however, seeing lifelong memories in the making makes it all worthwhile.

We mean it when we say we're honored you've chosen this historic place as the backdrop for your memories.



TWIN LAKES STATE PARK
CEDAR CREST
CENTER

434-392-3435 | twinlakes@dcr.virginia.gov 788
Twin Lakes Road Green Bay, Virginia 23942