



AMPHITHEATER RESERVATION REQUEST

For Office Use Only:	
Date Received: _____	Received By: _____

Section I – General Information

Thank you for choosing our facility for your special event. To ensure proper scheduling, all requests and appropriate payment must be received a maximum of three months and a minimum of two weeks in advance of your event. No alcoholic beverages are allowed at The Highland Park Amphitheater. Reservation fees are fully refundable if the event is cancelled more than 72 hours before the event. Otherwise, the reservation fees are returned minus a service fee. The service fee for Highland Park is 50% of the reservation fee. The service fee for all other is \$50.00. If you need access to electricity, please call Facilities Management at 853.2042 several days before your scheduled event. You are responsible for picking up and removing all trash and litter created by your event. Please remember to utilize the trash receptacles. We hope that your event will be a success and should you have any questions, please feel free to contact the main office at 853.2236.

Section II – Fee Schedule

Highland Park

Fee for renting the Highland Park Amphitheater for city residents is as follows:

- \$40.00 per day (10:00 a.m. – 9:00 p.m.)

Fee for renting the Highland Park Amphitheater for non-city residents is as follows:

- \$50.00 per day (10:00 a.m. – 9:00 p.m.)

Railside

Fee for renting the Railside Amphitheater for city residents is as follows:

- \$250.00 for the first eight (8) hours
- \$15.00 for each additional hour

Fee for renting the Railside Amphitheater for non-city residents is as follows:

- \$250.00 for the first eight (8) hours
- \$20.00 for each additional hour

Section II – Applicant and Event Information

Group or Individual Applicant Name: _____ Main Contact: _____

Address: _____

Email: _____

Home Phone: _____ Work Phone: _____ Mobile Phone: _____

City Resident? Yes No Canopy Needed? (Elmwood Park Only) Yes No Is This A Public Event? Yes No

Purpose of Reservation: _____ Number of Expected Guests: _____

Desired Location: Highland Park Railside

Event Start Date: _____ Event End Date: _____

Event Start Time (to include set-up): _____ Event End Time (to include clean-up): _____

Special Requests: _____

Section III – Indemnification and Authorized Signatures

The applicant hereby acknowledges and confirms that the information listed above is true and accurate and takes full responsibility for the planned event and rental of Roanoke Parks and Recreation facilities and/or equipment. Lessee warrants that all copyrighted materials performed by Lessee or used by Lessee under this Agreement, or performed or used by any person appearing or performing in the event or activity which is the subject of this Agreement, have been duly licensed or authorized by the copyright owners or their representatives, and the Lessee agrees to be responsible for all license and royalty fees incurred by reason of the performance, and to defend, indemnify and hold the City of Roanoke, its officers, employees, agents and representatives, harmless from any and all claims, losses, or expenses incurred with regard thereto.

Applicant Signature: _____ Date: _____

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Fee Calculation: Court(s): _____ @ \$ _____ per hour = \$ _____	Total Due: \$ _____
Special Considerations: <input type="checkbox"/> Neighborhood Partnership <input type="checkbox"/> Roanoke City Public Schools <input type="checkbox"/> Co-Sponsored Event <input type="checkbox"/> Internal Use	
Workflow Approvals (Initial and Date): _____ / _____ _____ / _____ _____ / _____	