



MILL MOUNTAIN PARK RESERVATION REQUEST

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

Section I - Fee Schedule

City Residents

Fees for renting open-space areas in Mill Mountain Park for city residents are as follows:

- \$150.00 for use of Rockledge Overlook
- \$150.00 for use of Rockledge Picnic Area
- \$100 refundable damage deposit

Non-City Residents

Fees for renting open-space areas in Mill Mountain Park for non-city residents are as follows:

- \$200.00 for use of Rockledge Overlook
- \$200.00 for use of Rockledge Picnic Area
- \$100 refundable damage deposit

Please note: you are responsible for picking up and removing all trash and litter created by your event. Please remember to utilize the trash receptacles. Also, no temporary structure (i.e., tent) is allowed to be erected in any City park without prior approval. Please mark "YES" on your assembly permit (9.e.) and contact the Department of Planning, Building, and Development at 853.1090 for more information. If a temporary structure is erected, it should be weighted and not staked as to avoid damaging utility lines.

Section II - Applicant and Event Information

Applicant Name: _____ Main Contact: _____

Address: _____

Email: _____

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

City Resident? Yes No Number of Expected Guests: _____

Wedding Start Date: _____ Wedding End Date: _____

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

What equipment or decorations will be set up and where will they be placed? Please provide a complete listing: _____

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: Rockledge Overlook: \$ _____	Rockledge Picnic Area: \$ _____	Damage Deposit: \$ _____	Total Due: \$ _____
Workflow Approvals (Initial and Date): _____ / _____ _____ / _____ _____ / _____ _____ / _____			