



# GREENWAYS AND TRAILS EVENT RESERVATION REQUEST

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

## Section I – General Information

Please be advised that your event should not be advertised until final approval has been granted. Applications for events should be submitted to Roanoke Parks and Recreation no later than 90 days prior to the event. Incomplete applications and applications received with less than 90 days notice will not be considered.

### Instructions for Event Organizer(s)

- Complete and submit the application to 215 Church Avenue, SW, Room 303, Roanoke, VA 24011 or parksrec@roanokeva.gov. For assistance, contact the Department at 540.853.2236.
- Greenways can only be reserved by nonprofit organizations and reservations are limited to two per month, per greenway.
- When reserving a greenway segment, the open space of the park(s) the greenway passes through must be reserved as well. When reserving Roanoke River Greenway through Smith and Wasena Parks, the shelter in Smith and stone shelter in Wasena must be reserved.
- Complete and attach the Assembly Permit Application if the event expects in excess of 100 participants and/or spectators.
- Attach proof of liability insurance naming the City of Roanoke as an additional insured. Certificate Holder statement shall read the following: "City of Roanoke, its officers, agents, representatives, and employees"
- Attach documentation and approval from the Western Virginia Water Authority if the event involves use of the Carvins Cove Reservoir.
- Attach the Event Operations Plan, including a detailed budget and map, explaining exactly where the event will take place, locations for EMS and Communications, and what natural resources will be impacted, among other items as detailed below.
- If approved, Roanoke Parks and Recreation and the City brand must be listed and presented as a co-sponsor on all promotional items and advertising. The event will be advertised on the Department's webpage, social media, e-newsletter and, if enough time allows, in the magazine and TV show.
- Before the event, the Event Organizer will schedule with Parks and Recreation staff a tour of the proposed area to assess any and all natural resource impact and potential damage. After the event, the Event Organizer and Parks and Recreation staff will revisit the site to determine how much of the Damage Deposit will be returned and if additional monies will be required. No application will be approved until the pre-event tour has taken place. The post-event tour must be scheduled by the Event Organizer no later than five (5) business days following the event's conclusion.

## Section II – Applicant Information

Applicant/Organization Name: \_\_\_\_\_

Main Contact Name: \_\_\_\_\_ Email: \_\_\_\_\_

Applicant/Organization Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Mobile Phone: \_\_\_\_\_

Please list names, addresses, and phone numbers of all principals involved in any way in the proposed event. Principals include event organizers, promoters, commercial sponsors, and charitable organization.

- \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

## Section III – Event Information

Proposed Event Date(s): \_\_\_\_\_ Application Submittal Date: \_\_\_\_\_

Proposed Event Name: \_\_\_\_\_ Type of Event: \_\_\_\_\_

Estimated Number of Participants: \_\_\_\_\_ Estimated Number of Spectators: \_\_\_\_\_

Event Location:  Carvins Cove Natural Reserve – Specific Trails: \_\_\_\_\_

Fishburn Park – Specific Trails: \_\_\_\_\_  Mill Mountain Park – Specific Trails: \_\_\_\_\_

Garden City Greenway – Garden City Rec-Roanoke River  Lick Run Greenway – Countryside  Lick Run Greenway – Huff Lane-Brown-Robertson

Lick Run Greenway – Brown-Robertson-Washington  Lick Run Greenway – Washington-Entranceway  Lick Run Greenway – Entranceway-Wells Fargo

Mill Mountain Greenway – Wells Fargo-Holton/Elmwood  Mill Mountain Greenway – Elmwood-Piedmont

Mill Mountain Greenway – Piedmont-Mill Mountain  Murray Run Greenway – Shrine Hill-Woodlawn  Murray Run Greenway – Woodlawn-Fishburn

Murray Run Greenway – Fishburn-Colonial Ave  Roanoke River Greenway – Bridge St-Ghent Hill  Roanoke River Greenway – Bridge St-Ghent Hill

Roanoke River Greenway – Ghent Hill-Vic Thomas/Wasena  Roanoke River Greenway – Wasena-Smith  Wasena Park Stone Shelter

Roanoke River Greenway – Smith-River's Edge  Smith Park Shelter  Roanoke River Greenway – River's Edge-Piedmont

Roanoke River Greenway – Piedmont-Bennington  Roanoke River Greenway – Bennington-Golden  Roanoke River Greenway – Golden-Tinker Creek

Tinker Creek Greenway – Mason's Mill-Fallon  Tinker Creek Greenway – Fallon-Roanoke River

Associated Park Open Space(s): \_\_\_\_\_

Event Set-Up Date: \_\_\_\_\_ Time: \_\_\_\_\_ Dismantle Date: \_\_\_\_\_ Time: \_\_\_\_\_

Alternate Event Date(s) and Time(s): \_\_\_\_\_

For first year events, please attach an **Event Operations Plan**, including a detailed description of the event and the activities proposed. The plan must incorporate the following information:

**Marketing, Promotions, and Advertisement**

The Event Organizer must have the ability to gain favorable press attention, both locally and regionally and should include a detailed marketing strategy and advertising budget, outlining exactly how the event will be publicized. The Event Organizer must include specific numbers of organizational members and the number of prior events conducted. It will be incumbent upon the Event Organizer to notify adjacent land and home owners of the event.

**Event Location**

The Event Organizer must provide a detailed map outlining exactly where the event will take place and what natural resources will be impacted.

**Event Support**

The Event Organizer must outline necessary volunteer support and propose a method for volunteer recruitment. The Event Organizer must also outline rest stop locations and EMS sites throughout the course as well as provide electronic timing devices for professional collection and viewing of times at the finish line. The Event Organizer must also secure the approval and placement of portable toilets, should the event require the service.

**Budget**

A complete and detailed cost and price outline must be included with all proposals.

**Transportation**

The Event Organizer must lend special consideration to parking and transportation. An Assembly Permit must be completed if the event expects more than 100 participants and/or spectators and if any roads need to be temporarily closed.

**References**

The Event Organizer must provide at least three (3) references from events that have been or are currently being managed.

**National Standards**

The Event Organizer must be sanctioned or adopt guidelines from an appropriate governing body. Some of these organizations include the following:

- US Adventure Racing Association - [www.usara.com](http://www.usara.com)
- American Cycling Association - [www.americancycling.org](http://www.americancycling.org)
- USA Track and Field - [www.usatf.org](http://www.usatf.org)
- USA Triathlon - [www.usatriathlon.org](http://www.usatriathlon.org)
- USA Cycling - [www.usacycling.org](http://www.usacycling.org)

**Section IV – Fees and Charges**

The following is a schedule of fees and charges associated with the proposed event. Please complete and total at the bottom. Optional amenities and associated fees are *italicized*.

Greenways and Trails Event Damage Deposit: \$100	Total Amount	<u>          \$100.00          </u>
Greenways and Trails Event Use Fee: \$150 per day, per trail segment	Total Amount	<u>          \$          </u>
<i>Mobile Stage: \$900 for nonprofits, \$1,200 for all others</i>	Total Amount	<u>          \$          </u>
<i>Picnic Table: \$10 per unit, 44 total units</i>	Total Amount	<u>          \$          </u>
<i>3" X 6' Mity Lite Table: \$10 per unit, 10 total units</i>	Total Amount	<u>          \$          </u>
<i>Mity Lite Chair: \$2.50 per unit, 85 total units</i>	Total Amount	<u>          \$          </u>
<i>10 X 10 Tent: \$100 per unit, 4 total units</i>	Total Amount	<u>          \$          </u>
<i>20 X 20 Tent: \$400 per unit, 1 total unit</i>	Total Amount	<u>          \$          </u>
	<b>Grand Total</b>	<u>          \$          </u>

**Section V – Indemnification and Authorized Signatures**

The applicant hereby applies to host a natural surface trail event described in this document and on any additional attachments. Event Organizer(s) agrees to be responsible for and pay, indemnify and hold harmless the City of Roanoke, its officers, officials, agents, employees, and volunteers against any and all loss, cost, or expense, including reasonable attorneys' fees, resulting from any claim or legal action of any nature whatsoever that may arise against the City in connection with the event or in connection with any of the rights and privileges granted by the City the Event Organizer(s) and assign to the City of Roanoke, its nominees and agents, permission to use, publish and republish for purposes of advertising and trade such use as the City may determine, information and reproductions of my likeness (photographic or otherwise) with or without identification of me by name.

Print Applicant Name: \_\_\_\_\_

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

For Office Use Only Authorized Signatures and Work Flow	
Recreation Supervisor: _____	Date: _____
Recreation Coordinator: _____	Date: _____
Recreation Manager: _____	Date: _____
Director of Parks and Recreation: _____	Date: _____