



# PARK AND PLAZA OPEN SPACE RESERVATION REQUEST

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

## Section I – Fee Schedule

### Events with Alcohol

Fees for renting a park or plaza open space for events with alcohol are as follows:

- \$150.00 per park, per day
- \$200.00 refundable damage deposit
- \$50.00 for alcohol permit

### Events without Alcohol

Fees for renting a park or plaza open space for events without alcohol are as follows:

- \$150.00 per park, per day
- \$100.00 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. This reservation is for open space only. Athletic fields, shelters, stages, and equipment must be reserved separately.

## Section II – Applicant and Event Information

Group or Individual Applicant Name: \_\_\_\_\_ Main Contact: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_

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

Event Description: \_\_\_\_\_ Number of Expected Guests: \_\_\_\_\_

Desired Location(s): \_\_\_\_\_

Will Alcohol Be Served?     Yes     No    If Yes, an Alcohol Permit Application is required  
Alcohol is only allowed in Elmwood Park, Century Plaza, Wells Fargo Plaza, and River's Edge Sports Complex - North

Is This A Public Event?     Yes     No

Is Electricity Needed?     Yes     No    If Yes, please contact Facilities Management at 853.2042

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: \_\_\_\_\_

For Office Use Only	
Per Park, Per Day: <u>\$150.00</u>	Damage Deposit: \$ _____
Alcohol Permit: \$ _____	
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): _____ / _____    _____ / _____    _____ / _____	