



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 Century Plaza, Elmwood Park, Fallon Park, Highland Park, Market Square, Mill Mountain Park, Mountain View Estate, Preston Park, River's Edge Sports Complex – North, Smith Park, Vic Thomas Park, Wasena Park, and Wells Fargo Plaza

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): _____ / _____ _____ / _____ _____ / _____	