



PARK AND PLAZA OPEN SPACE RESERVATION REQUEST

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

Section I – General Information

Thank you for choosing our park for your special event. While using the park, please keep in mind the following park rules:

- Vehicles of all kinds are not allowed on sidewalks, grassy areas, or other areas not intended for vehicular use in the City’s parks. Pre-approved vehicles transporting handicap persons to and from a shelter are sometimes allowed for unloading and loading purposes only. However, the vehicle cannot remain in the park. This is to protect pedestrians and prevent damage to trees, grass, and sidewalks.
- You are responsible for picking up and removing all trash and litter created by your event. Please remember to utilize the trash receptacles.
- No cooking grease or similar products are allowed to be disposed on the park grounds or on any public streets.
- 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 application and contact the Department of Planning, Building, and Development at 853.1090 for more information.

If you have problems obtaining use of a shelter during your reservation time, please call 911 for Roanoke Police. For electric and water issues, please call 853.2411 and the appropriate person will be notified. If you need access to electricity, please call Facilities Management at 853.5889 several days before your scheduled event. 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

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
- \$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

Section III – 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 IV – 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: _____