



# MOUNTAIN VIEW ESTATE RESERVATION REQUEST

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

### Section I – Fee Schedule

Mountain View Center  
 Fees for renting the center for city residents and city non-profits are as follows:

- \$175.00 for the first two hours
- \$50.00 for each additional hour
- \$250.00 refundable damage deposit, \$500.00 if event has alcohol

Fee for renting the lawn and open space for city residents and city non-profits is as follows:

- \$250.00 per day

Fees for renting the center for non-city residents, non-city non-profits, and for profits are as follows:

- \$350.00 for the first two hours
- \$100.00 for each additional hour
- \$250.00 refundable damage deposit, \$500.00 if event has alcohol

Fee for renting the lawn and open space for non-city residents, non-city non-profits, and for profits is as follows:

- \$500.00 per day

Mountain View Lawn and Open Space

Please note that driving or parking on any grass anywhere on the property is prohibited. Equipment should be carried or rolled to the desired location. Also, electricity is not available outside of the center. The renter will need to provide a generator if electricity is desired.

### Section II – Applicant and Event Information

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

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

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

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

City Resident?  Yes  No

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

Will Alcohol Be Served?  Yes  No If Yes, an Alcohol Permit Application is required

Event Start Date: \_\_\_\_\_ Event End Date: \_\_\_\_\_

Event Repeats (i.e., first Monday of each month, etc.): \_\_\_\_\_

Event Start Time (to include set-up): \_\_\_\_\_ Event End Time (to include clean-up): \_\_\_\_\_

Specific Rooms Requested: \_\_\_\_\_

Desired Amenities:  Access to Kitchen  Access to Television/DVD/VCR  Access to Piano

### 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  |   |
| Fee Calculation: First Hour: \$ _____  | Additional Hours: _____ X \$ _____ = \$ _____ |
| Damage Deposit: \$ _____   |   |
| Alcohol Permit: \$ _____   | Rose Garden: \$ _____ 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): _____ / _____ _____ / _____ _____ / _____ _____ / _____   |   |