



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)

- Ways to complete this application: Submit online, email PLAYRoanoke@RoanokeVA.gov, or submit the application to 215 Church Avenue, SW, Room 303, Roanoke, VA 24011. For assistance, contact the Department at 540.853.2236.
- Paved greenway trail reservations are limited to two per month, per greenway. Exceptions may be made by the Director of Parks and Recreation.
- An Assembly Permit Application with the City of Roanoke is required if the event expects in excess of 100 participants and/or spectators.
- Attach documentation and approval from the Western Virginia Water Authority if the event involves use of the Carvins Cove Reservoir.
- 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 what mitigation will be required. The post-event tour must be scheduled by the Event Organizer no later than five (5) business days following the event's conclusion. Failure to do so may prohibit future events.

Section II – Fee Schedule

GREENWAYS	RESIDENT, RESIDENT NON-PROFIT	NON-RESIDENT, NON-PROFIT AND FOR PROFIT
Natural Surface Trail (cost per mile)	<input type="checkbox"/> \$100	<input type="checkbox"/> \$200
Roanoke River Greenway up to 5k	<input type="checkbox"/> \$1,000	<input type="checkbox"/> \$2,000
Roanoke River Greenway up to 10k	<input type="checkbox"/> \$1,500	<input type="checkbox"/> \$3,000
Roanoke River Greenway up to a marathon	<input type="checkbox"/> \$2,500	<input type="checkbox"/> \$5,000
Paved Greenway up to 5k	<input type="checkbox"/> \$500	<input type="checkbox"/> \$1,000
Paved Greenway up to 10k	<input type="checkbox"/> \$1,000	<input type="checkbox"/> \$2,000
Paved Greenway up to a marathon	<input type="checkbox"/> \$2,000	<input type="checkbox"/> \$4,000
TOTAL COST	\$ _____	(initial) _____

Section III – Applicant Information

Applicant/Organization Name: _____

Main Contact Name: _____ Email: _____

Applicant/Organization Address: _____

Home Phone: _____ Work Phone: _____ Mobile Phone: _____

Please list names 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: _____

Load-In Start Time: _____ Load-Out End Time: _____

Event Start Time: _____ Event End Time: _____

Alternate Event Date(s) and Time(s): _____

Estimated Number of Participants: _____ Estimated Number of Spectators: _____

For Natural Surface Events Only – Number of Miles: _____

For Paved Greenway Events Only: Up to 5K Distance Up to 10K Distance Up to Marathon Distance

Natural Surface Event Location:

- Carvins Cove Natural Reserve – Specific Trails: _____
- Fallon Park Cyclocross Course
- Fishburn Park – Specific Trails: _____
- Mill Mountain Park – Specific Trails: _____
- Morningside Park – Specific Trails: _____
- Murray Run Greenway

Paved Greenway Event Location:

- Garden City Greenway Lick Run Greenway Mill Mountain Greenway
- Read Mountain Greenway Roanoke River Greenway Tinker Creek Greenway

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
- USA Track and Field – www.usatf.org
- USA Cycling – www.usacycling.org
- American Cycling Association – www.americacycling.org
- USA Triathlon – www.usatriathlon.org

Section V – Indemnification and Authorized Signatures

The applicant hereby applies to host a natural or paved 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: _____