



# 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:

- If you expect more than 100 people for your event, you must complete an Assembly Permit through the Department of Public Works at least 30 days before the scheduled event.
- 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 540.853.1090 for more information.
- Refunds will not be issued for cancellations requests received less than 72 hours before the scheduled rental.

If you have problems obtaining use of a shelter during your reservation, please call 911 for Roanoke Police. For electric and water issues, please call 540.853.2411 and the appropriate person will be notified. If you need access to electricity, please call Facilities Management at 540.853.5889 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 540.853.2236.

## Section II – Fee Schedule

| FACILITIES          | RESIDENT, RESIDENT NON-PROFIT  | NON-RESIDENT, NON-PROFIT AND FOR PROFIT |
|---------------------|--------------------------------|---|
| Open Space or Plaza | <input type="checkbox"/> \$250 | <input type="checkbox"/> \$500          |

## Section III – Applicant and Event Information

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

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

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

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

Desired Location(s): \_\_\_\_\_ Number of Expected Guests: \_\_\_\_\_

Event Description: \_\_\_\_\_

Will Alcohol Be Served?  Yes  No If Yes, an Alcohol Permit Application is required along with an ABC license and paid fee. 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 Park, 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 540.853.5889 one week prior to the event. Please note that not all open spaces and plazas have electricity available.

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

Load-In Start Time: \_\_\_\_\_ Load-Out End Time: \_\_\_\_\_

Event Start Time: \_\_\_\_\_ Event End Time: \_\_\_\_\_

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: \_\_\_\_\_