ROANOKE
PARKS AND RECREATION

HIGHLAND PARK AMPHITHEATER 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 the amphitheater 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.
- If you expect more than 100 people for your event, you must complete an Assembly Permit through the Department of Public Works.
- 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 (9.e.) and contact the Department of Planning, Building, and Development at 853.1090 for more information.

If you have problems obtaining use of the amphitheater 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

Highland Park Amphitheater

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

- $50.00 for a full day, 10:00 a.m. to 9:00 p.m.

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

- $100.00 for a full day, 10:00 a.m. to 9:00 p.m.

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

Purpose of Reservation: _____ Number of Expected Guests: _____

Event Start Date: _____ Event End Date: _____

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

Special Requests (other than electricity): _____

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: _____