



MILL MOUNTAIN PARK RESERVATION REQUEST

For Office Use Only:

Date Received: _____ Received By: _____

Section I – Fee Schedule

City Residents and City Non-Profits

Fees for renting open-space areas in Mill Mountain Park for city residents and city non-profits are as follows:

- \$250.00 for use of Rockledge Overlook
- \$250.00 for use of Rockledge Picnic Area

Non-City Residents, Non-City Non-Profits, and For Profits

Fees for renting open-space areas in Mill Mountain Park for non-city residents, non-city non-profits, and for profits are as follows:

- \$500.00 for use of Rockledge Overlook
- \$500.00 for use of Rockledge Picnic Area

Please note: you are responsible for picking up and removing all trash and litter created by your event. Please remember to utilize the trash receptacles. Also, 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 a temporary structure is erected, it should be weighted and not staked as to avoid damaging utility lines.

Section II – Applicant and Event Information

Applicant Name: _____ Main Contact: _____

Address: _____

Email: _____

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

City Resident? ☐ Yes ☐ No Number of Expected Guests: _____

Event Start Date: _____ Event End Date: _____

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

What equipment or decorations will be set up and where will they be placed? Please provide a complete listing: _____

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: _____