



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

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

Mountain View Lawn and Open Space

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

- \$250.00 per day

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

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: _____

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Fee Calculation: First Hour: \$ _____ Additional Hours: _____ X \$ _____ = \$ _____ Damage Deposit: \$ _____

Alcohol Permit: \$ _____ Rose Garden: \$ _____ Total Due: \$ _____

Special Considerations: ☐ Neighborhood Partnership ☐ Roanoke City Public Schools ☐ Co-Sponsored Event ☐ Internal Use

Workflow Approvals (Initial and Date): _____ / _____ _____ / _____ _____ / _____ _____ / _____