



APPLICATION FOR SPECIAL EVENT/PARK RENTAL/PARADE PERMIT

Review the following questions to determine if your event requires an approved permit. If you answer **YES** to any of the following questions, then you will need to apply for a permit.*

1. Will a public street need to be closed?
(Circle One: Yes / No)
2. Is the event located on public property?
(Circle One: Yes / No)
3. Will the public right-of-way be impacted?
(Circle One: Yes / No)
4. Is the event open to the public?
(Circle One: Yes / No)
5. Will the event require traffic control?
(Circle One: Yes / No)

***Are you submitting the application 60 days prior to the planned event date? (Circle One: Yes / No)

***Your event may be subject to fees from the services of Community Development, Public Works, Police and/or Fire
Please see the attached fee schedule for additional information.

***Event applicants will receive an estimate of expenses within 30 days of receipt of the application. A final invoice will be provided to the event sponsor no later than 30 days following the event.

Email Applications to Permittech@WarrentonVA.gov

GENERAL INFORMATION:

Name/ Organization/ Team Name: _____

Home/Cell # _____ Work # _____ Email _____

Address _____ City/State _____ Zip _____

Name of Event: _____

Description of Event: _____

Has this event occurred previously _____ Yes _____ No If **YES, WHEN** and are there any changes? _____

Date of Event: _____ Rain Date: _____ Attendance per day: _____

Event Hours: _____ Set Up Time: _____ Clean Up Time: _____

Sponsored By: _____ Insurance Company (Please provide COI): _____

FOR USE OF PARKS (PLEASE ALSO SEE ADDITIONAL INFORMATION PAGES 3 & 4):

Name of Town Park (Refer to the facility rate sheet): _____

Park Facilities Required: ☐ Water ☐ Electric

PARADES:

Are you closing any Town streets? (**Circle One:** Yes / No) If **YES**, which ones? _____
(Please use the attached map)

Anticipated attendance (Per day?) _____

Are children to be involved? _____ Yes _____ No If **YES**, how many? _____

Are animals to be involved? _____ Yes _____ No If **YES**, how many and what type? _____

ROAD CLOSURES:

Are you closing any Town streets? (**Circle One:** Yes / No)

If **YES**, which ones? _____ (Please use the attached map)

GENERAL QUESTIONS: Please help us get to know your event better by answering the following questions.

Are you serving food? _____ Yes _____ No **If **YES**, what type? _____ (Trucks, catering, other)

Are you charging fees for merchandise? _____ Yes _____ No

Are you charging admission fees, entry fees, or other fees as part, or in association with the activity?
_____ Yes _____ No

Are you providing (Circle all that apply): Electricity
Parking Control Staff
Portable restrooms
On site security

If you circled **ANY** of the above,

Number of outlets: _____

Number of Restrooms: _____

Number of Control Staff: _____

Who is your on site security? _____

Are you leaving items overnight? _____ Yes _____ No

Are you displaying signs or banners? _____ Yes _____ No

Are you erecting any tents? _____ Yes _____ No

(If **YES**, provide tent size, number, and placement) _____

(If **YES**, will there be cooking under a tent?) _____ Yes _____ No

Are you going to need water hookup? _____ Yes _____ No

TOWN OF WARRENTON PARK USAGE RULES (Please retain a copy for your records)

USAGE RULES

1. **ALCOHOL** - Alcoholic beverages are not permitted in, or on any Town of Warrenton Parks & Recreation facility or grounds.
2. **ANIMALS** - Only house pets are permitted in parks, no other animals are permitted. Pets must remain on leash six feet or shorter at all times. Pet excrement must be removed and placed in trash receptacle by the owner. Except for service animals, pets are not permitted inside buildings.
3. **ORDINANCES** - Town of Warrenton Parks Ordinances and rules are posted on park/center bulletin boards. Parks and Recreation and/or the Town Council reserve the right to refuse a request or to cancel any activity if it is not in the best interest of the Town of Warrenton or conflicts with Parks and Recreation philosophy.
4. **RULES & REGULATIONS** - Rules and regulations shall be adhered to by all persons representing rental group.
5. **CANCELLATIONS** - Cancellations due to inclement weather must be made at least 24 hours prior to the event by phoning the Department and speaking to personnel or leaving message on machine that staff monitors. In the event of cancellation by the renter, fees will not be refunded. Efforts may be made to reschedule based on current availability. Repetitious cancellation by the renter may result in nullification of the contract. Refunds may be offered if the Department cancels due to special circumstances.
6. **USER RESPONSIBILITY** - Users agree to assume responsibility for any liability for injury or damage to their person or the property of the user or others, for injury or damage attributed to Town of Warrenton facilities, personnel and/or property. The Town of Warrenton is not responsible for accident, injury or damage to or loss of property. Rental period will be observed to avoid additional charges of 50% of the base rental fee for each additional 15 minutes the facility is used.
7. **CLEANING** - All users are expected to leave the facility clean and orderly. User is responsible for additional fees if Department incurs unexpected costs.
8. **SAFETY** - Users agree that safety and protection of all persons is paramount and assume the responsibility to ensure that use, installation, maintenance, and inspection of all equipment used and/or left onsite at facilities conforms to government and non-government (voluntary) safety standards and/or guidance as posted by the U.S. Consumer Product Safety Commission and the equipment manufacturer's instructions.

I/We understand that my reservation is for the use of a specific pavilion or field and that the park is a public park that is accessible to all during my reservation period.

Everything that I have stated on this application is correct to the best of my knowledge. I understand that the Department will retain this application whether or not it is approved. I agree that while we use Parks and Recreation facilities we will not discriminate on the basis of race, creed, color, religion, disability, gender or age. I have read, understand, and agree to abide by the policies, rules and regulations as they pertain to the requested usage.

PRINTED NAME: _____ **APPLICANT TITLE:** _____

APPLICANT SIGNATURE: _____ **DATE:** _____

DATE RECEIVED BY STAFF: _____ **STAFF INITIALS:** _____

RESERVATION NUMBER: _____



Facility Rates:

Facility	Half Day (7:30am- 2:00pm OR 2:30pm- dusk)	Full Day
Eva Walker Park- Open 6:00am – 10:00pm ➤ Pavillion	\$70.00	\$95.00
Rady Park- Open Dawn to Dusk ➤ Ruritan Shelter ➤ Field #3 (Field by Parking Lot) ➤ Volleyball Court	➤ \$70.00 ➤ \$25.00 per hour ➤ \$25.00 per hour	➤ \$95.00 ➤ \$25.00 per hour ➤ \$25.00 per hour

*****PLEASE NOTE:** All events and reservations must be scheduled through the Town of Warrenton, regardless of fee.

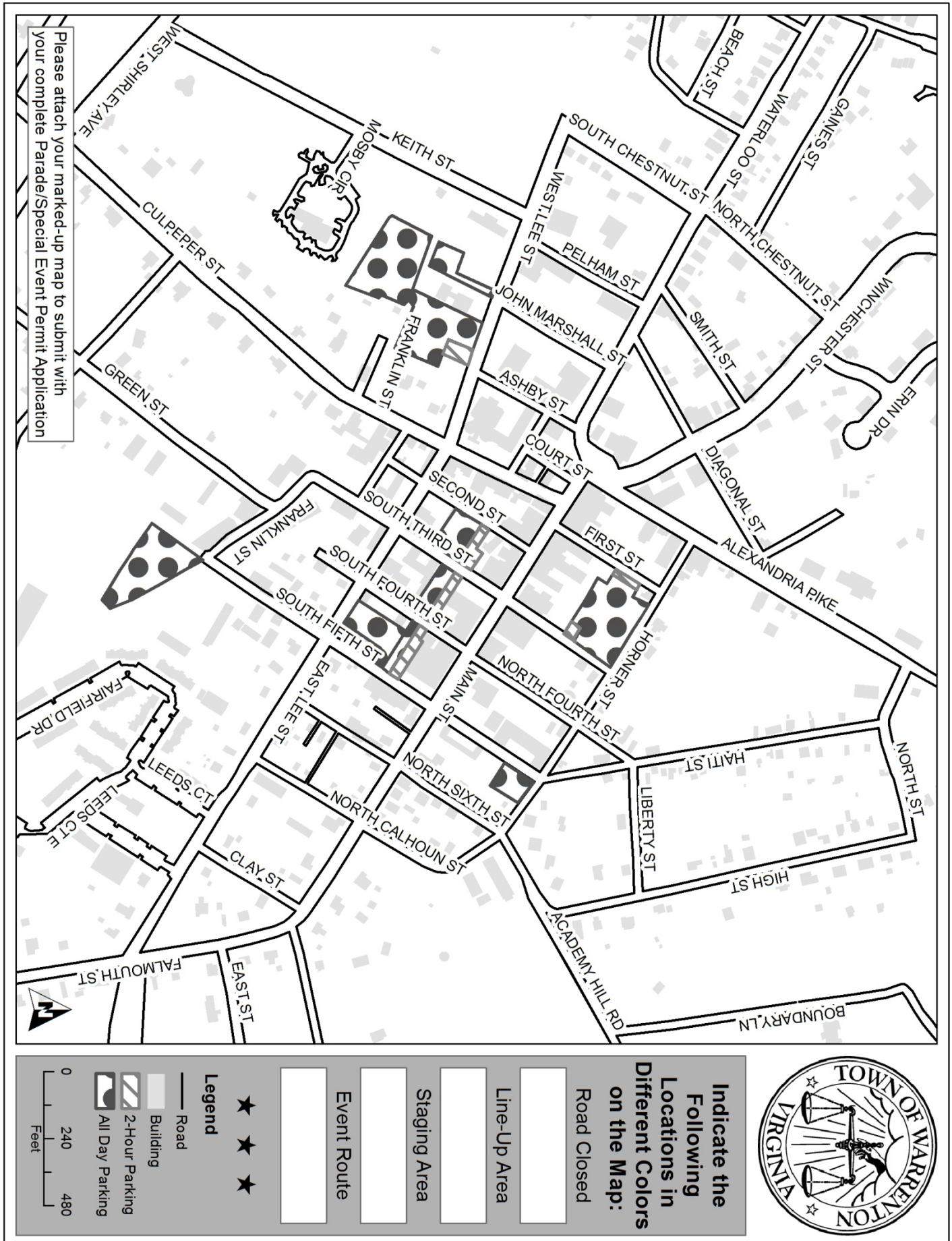
In addition, ALL amusement devices including, but not limited to, moon bounces, rides, and dunk tanks will require additional permitting through the Community Development Department. The Community Development Department can be reached at 540-347-2405. Inspections needing to be performed after hours will be subject to a \$200.00 fee.

Permits are also required for all vendors selling food items or retail goods and services. Copies of all permits and insurance must be given to the Parks and Recreation Department two weeks prior to the event so as not to incur a \$25.00 late fee. Special requests must be made at the time of reservation to ensure they are addressed. ***

I agree to indemnify and hold harmless the Town of Warrenton, its employees, and its agents from and against any and all liability for any injury which may be suffered in connection with this event. I also hold harmless the Town of Warrenton, its employees, and its agents from and against any liability for any equipment or supplies lost or damaged that are stored or otherwise as a result of this event.

Signature

Date



SPECIAL EVENT FEE SCHEDULE

PUBLIC SAFETY

<u>Staff Type</u>	<u>Rate</u>
Police Officers	\$40.00 per hour
Police Corporals and Above	\$50.00 per hour
Fire Lieutenant	\$40.00 per hour
Fire Captain	\$50.00 per hour

COMMUNITY DEVELOPMENT

<u>Type</u>	<u>Rate</u>
Application Fee	\$100.00 flat fee
Afterhours Inspection for tents, or amusement devices	\$200.00 flat fee
Building Official*	\$39.00 per hour
Fire Marshal*	\$34.00 per hour
Inspector*	\$29.00 per hour

* Estimated Time at event site = 2 hours

PUBLIC WORKS AND UTILITIES

<u>Staff Type</u>	<u>Rate</u>
Public Works Employee	\$32.00 per hour
Cone/Barricade Rental	\$30.00 flat fee
No Parking Sign Placement*	\$20.00 per hour

* Estimated Time to place signs = 2 hours