



MUNICIPAL CORPORATION OF CAPE CHARLES, VIRGINIA

Application for Use of Central Park Facilities

This application must be completed in its entirety and returned to Jen Lewis, Community Relations Manager, for review and approval by the Town Manager.

Date: _____

Application is hereby made by: _____
(Please include copy of Photo ID.)

Address: _____

Home Phone #: _____

Work Phone #: _____

Cell Phone #: _____

Email: _____

who is duly authorized to represent _____ to use the:
(Name of Organization)

- Corner of Central Park..... \$100.00 per event/day (See Below for Other Charges)
Please specify which corner: _____
- Central Park Node \$100.00 per event/day (See Below for Other Charges)
Please specify which node: _____
(North, South, East-by Gazebo, West-by fountain)
- Gazebo at the Park..... \$100.00* per event/day (See Below for Other Charges)
- Other (Please Specify): _____

Fees include four (4) 96-gallon trash receptacles provided by the Town.

* Electricity may be an additional charge based on the type of event. Charge for electricity will be determined by the Town Manager at his/her discretion.

Other Charges (as Applicable):

- Security / Police Officer \$35.00 per hour per officer
- Trash Receptacles** Quantity: _____
No Charge up to 4 receptacles (96-gallons) / \$100.00 for each additional set of 4 receptacles
- Other (Please Specify): _____

** The Town Manager may change the number of trash receptacles depending on the scope of the event.

Describe Event in Detail (Please attach extra sheet if needed):

Please attach copy of the Site Plan.

Date(s) and Time of Event: _____

Beginning Time: _____ Ending Time: _____

Number of Participants / Expected Attendance: _____

Events with over 100 participants / attendees must have additional security provided by the Cape Charles Police Dept.

Street Closures Requested? Yes / No

(Street closures require 30 days advance notice and permission from the Virginia Dept. of Transportation.)

Names of Street(s): _____

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Will there be live entertainment? [] Yes / [] No

Will alcoholic beverages be served? [] Yes / [] No

(Requires an ABC License, a copy of which must be provided to the Town prior to the event.)

Will there be cooking on site? [] No / [] Gas Grill / [] Charcoal Grill / [] Other (please specify) _____

If using charcoal, applicant to dispose of coals/ashes in a galvanized steel container and remove from premises.

Will there be any vendors? [] Yes / [] No

(Commercial vendors require a Cape Charles Business or Peddler's License.)

Will food be sold? [] Yes / [] No

(Requires a permit from Virginia Department of Health, a copy of which must be provided to the Town prior to the event.)

Will you require special set up? [] Yes / [] No

(Assistance by Public Works may be subject to a charge to be determined by the Town Manager.)

Will a tent be erected? [] Yes / [] No (There is a \$500 refundable security deposit required to cover of damages to the irrigation system and there may be limitations on the location of the tent. Please submit site plan for review.)

Tent Size: _____ (Permit required if over 900 square feet.)

Will there be anything cooked under the tent? [] Yes / [] No (If yes, a permit is required.)

Will any equipment be brought in? [] Yes / [] No

Please provide details regarding equipment. Some equipment may require a permit. (Please attach extra sheet if needed.)

Three horizontal lines for providing details regarding equipment.

I, _____, hereby agree to observe and enforce all rules and regulations of the Town of Cape Charles as specified in this application governing the use of Cape Charles' facilities. I agree to protect the Town of Cape Charles, Virginia, its officers, and employees from any and all claims, liabilities, damages or rights of action directly or indirectly resulting from the use of this facility and its premises. I further agree to carry liability insurance in the amount of \$1,000,000.00 and evidence of such coverage shall accompany this application, and the Town of Cape Charles shall be named as an additional insured. I will take responsibility for any and all damages to the Town's property and facilities. Charges for special services will be paid upon receipt of invoice.

Signature of Applicant: _____

Commonwealth of Virginia

County/City of _____

The foregoing instrument was subscribed and sworn before me this _____ day of _____, 20____ by

_____.
(Name of Applicant)

(Authorized Use Only)

Permission is [] granted / [] denied for the use of the facility as stated above. The amount due is _____.

Signature / Title

Date

Exceptions to policy (fully describe): _____

Horizontal line for exceptions to policy.

MUNICIPAL CORPORATION OF CAPE CHARLES, VIRGINIA
Application for Use of Central Park Facilities

RULES AND REGULATIONS

1. There will be no private special events approved for holiday weekends.
2. Access and use of grounds will be approved by the Town Manager and obtained through the Community Relations Manager or an authorized Town representative.
3. Evidence of general liability insurance with \$1,000,000.00 combined single limit, with the Town of Cape Charles named as an additional insured, shall accompany this application. Exceptions to this policy may be made by the Town Manager under certain circumstances.
4. Events cannot begin before 9:00 AM or end after 9:00 PM.
5. Commercial food vendors are required to provide evidence of license, insurance and copy of Virginia Department of Health permit.
6. Applicant for whom signature appears on this application accepts responsibility for security of grounds or any damages to the grounds.
7. Illegal drugs, foul/abusive language, fighting are not permitted on the grounds.
8. Alcoholic beverages are not permitted on the grounds without a valid ABC license, a copy of which must be provided to the Town prior to the event.
9. Anyone creating a disturbance or failing to comply with rules and regulations will be evicted from premises and not allowed to return to the grounds.
10. Applicant agrees to provide adequate adult (responsible) supervision for this event. Events with over 100 attendees must have additional security provided by the Cape Charles Police Dept. or Northampton County officers at the rate shown on page 1 of this form.
11. Sufficient number of portable restroom facilities must be made available at the expense of the organization. (Minimum of two portable facilities, one of which must be handicap accessible, for events with 75 people or less. An additional portable facility is required per every 50 additional attendees).
12. No motorized vehicular traffic will be permitted in the park or on the sidewalks around the park.
13. The Town will provide up to four (4) 96-gallon trash receptacles. Additional trash receptacles may be requested (see first page for charges). Applicant will ensure that all trash is placed in the trash receptacles and the grounds are left in the same condition as prior to the event or applicant agrees to pay an additional \$100 custodial fee.
14. All fees paid will be forfeited in the event of cancellation for reasons other than inclement weather.
15. Charges for special services will be paid upon receipt of invoice.
16. A deposit is required prior to the event (Minimum deposit \$100 / Maximum deposit \$500). Exceptions to this policy may be made by the Town Manager under certain circumstances.
17. Additional specifications may be required depending on the type of event / activity.
18. For multiple-day events, the Town reserves the right to cancel or change the location of the event due to violation of Town ordinances, criminal activities, and/or citizen complaints.
19. The Town reserves the right to deny any application in its entirety or any portion thereof.

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Special Event Check Off List

Three Months Prior to Event

- Use of facility form for community events completed and submitted to Community Relations Manager
- Request for any signage or street closures submitted to Community Relations Manager

Four Weeks Prior to Event

- Use of facility form completed for private events and submitted to Community Relations Manager
- Proof of General Liability insurance submitted to Community Relations Manager
- All payments and deposits submitted and made payable to the Town of Cape Charles

Two Weeks Prior to Event

- Proof of paperwork submitted to Health Department if food vendors present
- Proof of ABC license, if applicable
- All permits obtained, if needed
- Electrical requirement request made and fees paid
- Any signage to be placed by Public Works needs to be submitted to Community Relations Manager
- Portable bathrooms and hand washing stations ordered, if required for event