

TOWN OF CHERITON, VIRGINIA
Application for Use of Town Park Facilities

**This application must be completed in its entirety and returned to
Town Clerk for review and approval.**

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 park facilities?
(Name of Organization)

Park facilities.....\$100.00 per event/day (See Below for Other Charges)
(Facilities do not include closed access of playground equipment. Playground equipment will be open and available for public use)

- Fees include (3) 55-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 of Cheriton.

Other Charges (as Applicable):

Trash receptacles Quantity: _____
No Charge up to 3 receptacles (55 gallon) / \$100 for each additional set of 3

Other (Please Specify): _____

**The Town of Cheriton 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: _____

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Number of Participants / Expected Attendance: _____

Street Closures Requested?

- Yes
- No

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

Name of Street(s): _____

Will there be live entertainment?

- Yes
- No

Will alcoholic beverages be served?

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

- Yes
- No

Will there be cooking on site?

- No
- Gas Grill
- Charcoal Grill
- Other (Please specify) _____

Will there be any vendors?

(Commercial vendors require a Cheriton Business License)

- Yes
- No

Will food be sold?

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

- Yes
- No

Will you require special set up?

(Assistance from Town may be subject to a charge to be determined by the Town)

- Yes
- No

Will a tent be erected?

(There is a \$500 refundable security deposit required to cover any damages to property and there may be limitations on the location of the tent. Please submit site plan for review.)

- Yes
- No

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

Will there be cooking under the tent? (If yes, a permit is required)

- Yes
- No

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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.)

I, _____, hereby agree to observe and enforce all rules and regulations of the Town of Cheriton as specified in this application governing the use of Cheriton's Town Park facilities. I agree to protect the Town of Cheriton, 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 Cheriton 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 the 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

The amount due is \$ _____

Signature / Title

Date: _____

Exceptions to policy (fully describe): _____

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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 and obtained through the Town Clerk or an authorized Town representative.
3. Evidence of general liability insurance with \$1,000,000.00 combined single limit, with the Town of Cheriton named as an additional insured, shall accompany this application.
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 the 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 may have to provide additional security by Northampton County officers at their current rates.
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). Portable facilities must be removed from property next business day after the event.
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 three (3) 55-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).
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 Checklist

Three Months Prior to Event

- Use of facility form for community events completed and submitted to Town Clerk.
- Request for any signage or street closures submitted to Town Clerk.

Four Weeks Prior to Event

- Use of facility form completed for private events and submitted to Town Clerk.
- Proof of General Liability insurance submitted to Town Clerk.
- All payments and deposits submitted and made payable to Town of Cheriton.

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 Town needs to be submitted to Town Clerk.
- Portable bathrooms and hand washing stations ordered, if required for event.