

PARK USE APPLICATION
TOWN OF FLOYD
WARREN G. LINEBERRY COMMUNITY PARK

SECTION I: APPLICANT INFORMATION

Group/Organization Name: _____

Applicant Name (Event Contact): _____ Cell Phone Number: _____

Mailing Address: _____

Email: _____

SECTION II: EVENT INFORMATION

Event Name: _____ Date of Event: _____

Time of Event: from _____ to _____ Time for Set-up: _____ Time for Clean-up: _____

**Events may only be held between 8:00am and 11:00pm. (This includes setup & take down)

Event Description and Purpose of the Event (please provide a brief description of the event): _____

Number of Expected Guests: _____ **Max. Capacity of the park SHALL NOT EXCEED: 550

Will an admission fee be charged? Yes No

Will you need access to electrical? Yes No Will you need access to water? Yes No

Do you plan to have temporary signage for the event? Yes No (If yes, a signage permit application must accompany this application)

SECTION III: VENDOR INFORMATION (IF APPLICABLE)

Types of Vendors: Food Arts & Crafts Merchandise Entertainment (Music, games, bouncy house, etc...)

Total number of vendors: _____ Total number of vendors MAY NOT EXCEED 24 (Twenty-four).

-- A vendor list including the business name, business contact information, mailing address and email address as well as an event site plan including the location of vendors, entertainment (games, bouncy houses, etc...), portable restrooms, electrical & water usage, etc must accompany this application.

Please check off the information you have submitted:

- _____ Park Use Application
- _____ Event Site Plan (location of vendors, entertainment, portable restrooms, electrical & water usage, etc...)
- _____ Vendor List (business name, business contact information, mailing address and email address)
- _____ Commercial food vendors--provide copy of insurance and copy of Virginia Department of Health permit
- _____ Copy of Certificate of general liability insurance with \$1,000,000.00 combined single limit, with the Town of Floyd named as an additional insured
- _____ Damage Deposit (\$500)
- _____ Park Use Fee (\$100; \$0-Tax-exempt Non-Profit)
- _____ Water & Electric Fee (\$50; \$0-Tax-exempt Non-Profit)

Please submit all completed application and documentation to:
Andrew C. Morris
Town of Floyd
138 Wilson Street
Floyd, VA 24091

Completed application and documentation must be submitted 30 days prior to the event.

This request was approved/disapproved by the Town Manager on _____ . Any conditions attached shall be considered requirements on the above request.	
_____	_____
Andrew C. Morris	Date

PARK USE POLICY

TOWN OF FLOYD

WARREN G. LINEBERRY COMMUNITY PARK

Use of the Park:

- Application is to be made within at least 30 days prior to the event with the Town Manager.
- Application must be submitted for each event, multiple events or series requires application & approval for each individual event.
- A site inspection will be conducted before and after each event.
- No alcoholic beverage or controlled substances are allowed on the property.
- Clean up of the WARREN G. LINEBERRY PARK shall immediately follow each activity or event. The Permit Applicant will be responsible for cleanup and reporting any issues of concern to the Town Manager immediately. Clean up includes removal of all trash and litter, cigarette butts and removal of any items used for the event or activity.
- Animals are to be under control of the owner at all times and any animal waste must be removed and properly disposed of.
- Electric and water is available for event use with application approval.
- Park rules prohibit on park grounds: alcoholic beverages, illegal substances, fire or fireworks, camping, skates, rollerblades, bicycles, motorized vehicles except those in ADA Compliance, littering, solicitation or pandering.

Vending and Admission to Events:

- If the intent is to charge a fee for an activity or event, approval must be granted by the Town Manager with an explanation of why a fee is necessary and how it will be used. Must accompany an application for usage.
- Maximum number of vendors allowed is 24 (Twenty-four).
- A vendor list including the business name, business contact information, mailing address and email address as well as an event site plan including the location of vendors, entertainment (games, bouncy houses, etc.), portable restrooms, electrical & water usage, etc. must accompany this application.
- Non-profit organizations must be included on vendor list.
- All vendors must obtain a business license for the Town of Floyd five days prior to the event.
- All vendors must be setup within the park boundaries, no vendors are to setup on the sidewalk or alcove areas at upper entrance to Warren G. Lineberry Park.

Fees, Permits and Licensing:

- Park Use Fee- \$100.00, per day for organizations. No charge for tax-exempt Non-Profit organizations.
- Water & Electric Use Fee - \$50.00, per day. No charge for tax-exempt Non-Profit organizations.
- All vendors must have a Town of Floyd Business License. A food vendor license with the Town of Floyd must also be obtained. Food vendors are subject to Town of Floyd Meals Tax.
- Commercial food vendors are required to provide evidence of license, insurance and a copy of Virginia Department of Health permit.
- Signage may be placed inside Warren G. Lineberry Park during the event. All signage must be removed by the applicant immediately after the event.
- All marketing materials for approved events must always refer to the location as Warren G. Lineberry Park.

Parking & Safety:

- Vehicles must park in designated parking area only and must not block any private drives, entrances, or roadways. No vehicles will be allowed to be driven or parked on the grass unless granted authorization by the Town Manager.
- While the intent is for general public usage, all children must be properly supervised to protect their safety and Town property.

Insurance and Damage Policy:

- A Damage Deposit has been established to help preserve our WARREN G. LINEBERRY PARK. Following an event, if all conditions of usage are met and cleanup meets approval and no damage has occurred to grass or property, including the restrooms, the deposit will be refunded.
- A damage deposit of \$500 (Five Hundred Dollars) must be paid with this application. The damage deposit is not limited to those items possibly damaged by the event or by persons participating in the event, but also by spectators and non-participants.
- A copy of general liability insurance with \$1,000,000.00 combined single limit, with the Town of Floyd named as an additional insured, shall accompany this application.

General Terms and Conditions:

- A completed Park Use Application must be submitted thirty (30) days prior to the event.
- The Town reserves the rights to deny the use of WARREN G. LINEBERRY PARK to any person or organization for the protection of the health, safety, and welfare of the citizens of Floyd County.
- Users agree to adhere to these policies and understand that a violation of any portion of the policy will result in cancellation/termination of the event and forfeiture of all payments and fees.
- All Users of the Facilities shall comply with all applicable federal, state, and local laws, regulations, rules, and ordinances including, but not limited to, all ordinances of the Town of Floyd and all rules and regulations which may be adopted from time to time by the Floyd Town Council. Such rules and regulations may include any and all changes that might be imposed on the operational hours and utilization policies.
- Anti-Discrimination by User, its agents or employees, on account of age, race, color, religion, sex or national origin, in the use of or admission to the premises is prohibited.

By signing this form, I acknowledge that I am the person named above and/or can sign on behalf of the organization listed above. I have read and understand the WARREN G. LINEBERRY PARK USE POLICY and by signing below I acknowledge that I will abide by the policy.

Signature

Date

HOLD HARMLESS AND INDEMNITY AGREEMENT

WARREN G. LINEBERRY COMMUNITY PARK

This indemnity agreement, made and entered into this _____ day of _____, 20_____, by _____ (named party applying for use of the WARREN G. LINEBERRY PARK) to be held on _____, between the hours of _____ in the Town of Floyd.

WHEREAS, the undersigned having made application for a permit to sponsor or hold an activity or event in the WARREN G. LINEBERRY PARK in consideration of permission does hereby agree to the Rules established for the usage and hereby agrees to the following:

The undersigned, jointly and severally (if more than one) does hereby agree to indemnify and hold harmless the Corporation, Town of Floyd, its officers, employees, and agents, against any and all liability, loss, cause of action, damages or injuries to persons or property, including death, which may occur by reason of the use of the WARREN G. LINEBERRY PARK.

The undersigned, jointly and severally, (if more than one), agrees to indemnify and hold harmless the Corporation, Town of Floyd, its officers, employees, and agents, against any expenses incurred by the Town of Floyd with regards to cleaning the premises, setting up on behalf of the undersigned, and restoring the premises to its normal condition after the permit period.

The undersigned, jointly and severally (if more than one), does agree to indemnify and hold harmless the Corporation, Town of Floyd, it's officers, employees and agents, against any expenses incurred by the Town with regard to the use of the WARREN G. LINEBERRY PARK property as set forth in correspondence to the below party.

The undersigned further agrees to pay, to the complete exoneration of the Corporation, Town of Floyd, it's officers, employees and agents, for any court costs, negotiation fees or attorney fees incurred by the

Corporation, Town of Floyd, or any of their offices, employees or agents, with respect to the defense of any such claims set forth above.

Name _____

Organization Name _____

Address _____

Daytime Phone Number _____

Dates of Usage _____

Hours of Usage _____

Purpose _____

SIGNATURE _____

DATE _____