



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.

GENERAL INFORMATION:

Name/ Organization/ Team Name: Miller Carpers, LLC

Home/Cell # 540-408-2134 Work # 540-347-9646 Email IKE@MillerCarpers.com

Address 7 MAIN ST. City/State Warrenton VA Zip 20186

Name of Event: PUBLIC SERVICES TRIBUTES

Description of Event: BANNERS & PLACARDS & VOLUNTEERS CELEBRATING TEACHERS, ...

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

Date of Event: MAY 13 - JUNE 24 Rain Date: N/A - Attendance per day: > 20?

Event Hours: 9-3 pm Set Up Time: 8:15 Clean Up Time: 3-3:45p

Sponsored By: MILLER CARPERS & OTHER MERCHANTS Insurance Company (Please provide COI): FEDERATION INS.

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

RECEIVED
TOWN OF WARRENTON

APR 28 2023

Community Development

May 6th, IF AVAILABLE

PARADES:

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

Anticipated attendance (Per day?) > 20

Are children to be involved? _____ Yes No If YES, how many? _____ AT THIS TIME

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

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 X No **If YES, what type? _____ (Trucks, catering, other)

Are you charging fees for merchandise? _____ Yes X No

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

Are you displaying signs or banners? X Yes _____ No

Are you erecting any tents? _____ Yes X 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 X 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: David D. "Ike" Wilson **APPLICANT TITLE:** owner

APPLICANT SIGNATURE: David D. Wilson **DATE:** 4/28/2023

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

RESERVATION NUMBER: _____



Facility Rates:

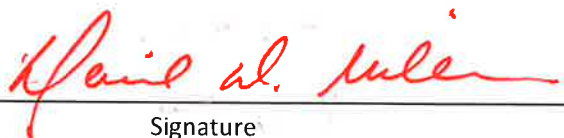
Facility	Half Day (7:30am- 2:00pm OR 2:30pm- dusk)	Full Day
Eva Walker Park- Open 6:00am – 10:00pm ➤ Pavillion	\$70.00	\$95.00
Rady Park- Open Dawn to Dusk ➤ Ruritan Shelter ➤ Field #3 (Field by Parking Lot) ➤ Volleyball Court	➤ \$70.00 ➤ \$25.00 per hour ➤ \$25.00 per hour	➤ \$95.00 ➤ \$25.00 per hour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

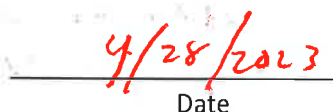
***PLEASE NOTE: All events and reservations must be scheduled through the Town of Warrenton, regardless of fee.

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