



MUNICIPAL CORPORATION OF CAPE CHARLES, VIRGINIA

Application for Use of Facility

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

Date: _____

Application is hereby made by: _____
(Please include copy of Driver's License.)

Address: _____

Home Phone #: _____

Work Phone #: _____

Cell Phone #: _____

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

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

- Cape Charles Beach (no private area)..... \$100.00 per day (See below for Other Charges)
- Cape Charles Beach (private area)..... \$250.00 per day (See below for Other Charges)
- Cape Charles Beach Gazebo..... \$100.00* per event/day
- Other (Please Specify): _____
- Cape Charles Central Park – If you are interested in holding your event at the Cape Charles Central Park, please use the Application for Use of Central Park Facilities.
- Cape Charles Harbor – If you are interested in holding your event at the Cape Charles Harbor, please contact Harbor Master Smitty Dize directly at (757) 331-2357.

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

Other Charges (as Applicable):

- Security / Police Officer \$35.00 per hour per officer
- Trash Receptacles*** Select receptacle type
 - 96 gallon trash receptacle No Charge up to 4 receptacles / Quantity: _____
\$100.00 for each additional set of 4 receptacles
 - 8-Yard Dumpster \$200.00 (Cost of renting from Davis Disposal)
- Other (Please Specify): _____

*** The Town Manager may change the number and/or type of trash receptacle 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

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 there be any type of fire works displayed? [] Yes / [] No

(Requires 60 days advance notice and a permit. Please include documentation. The Cape Charles Volunteer Fire Company must also be notified 60 days prior to event.)

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

Will a tent be erected? [] Yes / [] No

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 you be placing any signage for your event along Routes 184 & 642 coming into Town or in Town?

[] Yes / [] No (Prior approval of signage by Town Manager is required and permit may be required.)

Please provide details (Please attach extra sheet if needed): _____

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 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. 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): _____

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RULES AND REGULATIONS

1. There will be no public special events approved for holiday weekends.
2. Access and use of grounds will be approved by the Town Manager and obtained through the Cape Charles Police Department 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 12:00 AM (midnight).
5. Commercial food vendors are required to provide evidence of insurance. Exceptions to this policy may be made by the Town Manager under certain circumstances.
6. Applicant for whom signature appears on this application accepts responsibility for security of 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. 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. Any fencing requirements are to be coordinated through the Public Works Department at the expense of the organization.
13. All signage, if any, placed throughout the Town or along Routes 184 and 642 advertising the event must be approved by the Town Manager. Depending on the location, a permit may be required from the Virginia Department of Transportation. All signage must be removed by applicant immediately after the event. Failure to remove signage may result in a \$25 fee assessed to applicant.
14. 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.
15. All fees paid will be forfeited in the event of cancellation for reasons other than inclement weather.
16. Charges for special services will be paid upon receipt of invoice.
17. A deposit is required prior to the event (Minimum deposit \$50 / Maximum deposit \$250). Exceptions to this policy may be made by the Town Manager under certain circumstances.
18. Additional specifications may be required depending on the type of event / activity.
19. 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.
20. 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 Events/Recreation Coordinator
- Request for any signage or street closures submitted to Community Events/Recreation Coordinator

Four Weeks Prior to Event

- Use of facility form completed for private events and submitted to Community Events/Recreation Coordinator
- Proof of General Liability insurance submitted to Community Events/Recreation Coordinator
- 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 Events/Recreation Coordinator
- Portable bathrooms and hand washing stations ordered, if required for event