



# MUNICIPAL CORPORATION OF CAPE CHARLES, VIRGINIA

## Application for Use of the Cape Charles Civic Center

**This application must be completed in its entirety and returned to Jen Lewis, Recreation / Community Events Coordinator, for review and approval.**

Date: \_\_\_\_\_

Application is hereby made by: \_\_\_\_\_

Address: \_\_\_\_\_

Home Phone #: \_\_\_\_\_

Work Phone #: \_\_\_\_\_

Cell Phone #: \_\_\_\_\_

Email: \_\_\_\_\_

who is duly authorized to represent \_\_\_\_\_ to use the  
(Name of Organization)

Cape Charles Civic Center, 500 Tazewell Avenue. The following charges will apply\* and are payable upon application approval:

- \$25 for the first two hours.
- \$10 for each additional hour.

\* Exceptions to this policy may be made for 501c3 organizations.

The Cape Charles Civic Center is available for private use on the following days and times\*:

- Mondays: .....9:00 AM – 5:00 PM
- Wednesdays: .....5:00 PM – 9:00 PM
- Fridays: .....12:00 PM – 9:00 PM

\* Town meetings and recreation department activities have first priority.

Date(s) and Time of Event: \_\_\_\_\_

Beginning Time: \_\_\_\_\_ Ending Time: \_\_\_\_\_

Number of Participants / Expected Attendance: \_\_\_\_\_  
(Occupancy Load: 95)

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

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Will you require special set up?  Yes /  No  
(Assistance by Public Works may be subject to a \$50 charge.)

Will any equipment be brought in?  Yes /  No  
Please provide details regarding equipment. (Please attach extra sheet if needed.)

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Credit card information is required to cover damage or loss to the Town's equipment located in the facility.

Credit Card Type:  Visa  MasterCard  Discover Card

Credit Card Number

CVV Code

Expiration Date

Name on Card

Authorized Signature

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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 the Cape Charles Civic Center. 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 \$250,000.00 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 or loss to the Town's property and facilities and agree to provide a valid credit card to cover such damage or loss.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Witness: \_\_\_\_\_ Date: \_\_\_\_\_

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(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. The Cape Charles Civic Center will be available for use by the public for private meetings and activities on a limited basis. Town meetings and Recreation Department activities have first priority. Please see page 1 for the general availability of the facility.
2. The Town's electronic equipment is not available for use with the exception of the podium with prior approval.
3. Access and use of the facility will be approved by the Recreation/Community Events Coordinator.
4. Evidence of general liability insurance with \$250,000.00 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.
5. Applicant for whom signature appears on this application accepts full responsibility for security and any damages to the facility or Town equipment.
6. Illegal drugs, alcohol, foul/abusive language, smoking and fighting are not permitted in the facility or on the grounds.
7. Anyone creating a disturbance or failing to comply with rules and regulations will be evicted from the premises and not allowed to return to the grounds.
8. Applicant agrees to provide adequate adult (responsible) supervision for activities involving children.
9. All fees paid will be forfeited in the event of cancellation.
10. Charges for special services will be paid upon receipt of invoice.
11. A valid credit card is required prior to the event to cover possible damage or loss to the Town's equipment located in the facility.
12. Additional specifications may be required depending on the type of event / activity.
13. The Town reserves the right to deny any application in its entirety or any portion thereof.

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**CIVIC CENTER EQUIPMENT LIST**

Audio Sound Mixer.....	\$850
Microphone.....	\$175
Podium with Sound System.....	\$1,500
Television.....	\$1,500
Cables.....	\$35
Audience Chairs.....	\$75
Council Chairs .....	\$300
Other miscellaneous equipment.....	Replacement Cost