



MUNICIPAL CORPORATION OF CAPE CHARLES, VIRGINIA
Application for Use of Facility

Date:
Application is hereby made by:
(address)
(home phone) (work phone) (cell phone)

duly authorized to represent (name of organization) to use the:

Table with 2 columns: Facility Name and Charge. Rows include Cape Charles Central Park/Tennis Courts (\$50.00 per day), Cape Charles Gazebo (\$25.00 per event), and Cape Charles Beach (No Charge).

Describe Event in Detail; is electricity needed, are you decorating, etc.:

Three horizontal lines for describing the event in detail.

Date(s) Time # Participants

As an authorized representative of, I hereby agree to observe and enforce all rules and regulations of the Town of Cape Charles as specified on the reverse side of 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

Organization

Commonwealth of Virginia
County/City of Northampton

The foregoing instrument was subscribed and sworn before me this \_\_\_ day of \_\_\_, 20\_\_ by

Notary Public Expiration

(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):

MUNICIPAL CORPORATION OF CAPE CHARLES,  
VIRGINIA

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RULES AND REGULATIONS

Access and use of grounds will be approved by the Town Manager or Mayor and obtained through the Cape Charles Police Department or an authorized Town representative.

Evidence of general liability insurance with \$1,000,000.00 combined single limits with the Town of Cape Charles to be named as an additional insured shall accompany this application.

Commercial food vendors are required to provide evidence of insurance and to file the attached Meal Tax Reporting Form. Exceptions to this policy may be made by the Town Manager or the Mayor under certain circumstances.

Applicant for whom signature appears on this application accepts responsibility for security of grounds.

Smoking, illegal drugs, foul/abusive language, fighting and alcoholic beverages are not allowed on grounds.

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.

Applicant agrees to provide adequate adult, responsible supervision for this event. Events with over 100 attendees must have additional security provided at their own expense.

Sufficient number of portable restroom facilities must be made available at the expense of the organization (suggested count 1 portable facility per 50 attendees).

Any fencing requirements are to be coordinated through the Public Works Department at the expense of the organization.

All fees paid will be forfeited in the event of cancellation for reasons other than inclement weather.

Applicant will ensure that all trash is bagged and the grounds are left in the same condition as prior to the event or applicant agrees to pay an additional \$100 custodial fee.

Charges for special services will be paid upon receipt of invoice; a deposit may be required prior to the event.