

# Town of Luray Special Event Permit

## Terms of Agreement



Town of Luray  
45 E. Main Street  
Luray, VA 22835  
540-743-5511

### General

- A Special Use Application is required to request use of any piece of town property for an event with detail of the event to include summary, number of guests, décor, inclusion of food or music, and clean-up plan.
- Special Event Application must be approved to proceed.
- The Town of Luray and its employees will not be held responsible for any and all acts or omissions by guests or participants.
- Failure to comply with permit conditions may result in cancellation of reservation.
- Parks hours are from sunrise to sunset. Park gates close at sunset.
- There will be no setting up the evening before your event. The Town of Luray will not be held responsible for stolen items or damaged goods.
- All personal items must be removed by the closing of the park, sunset.
- The earliest you may have access to our facilities is sunrise, when the gates open to the public.
- Renters are allowed to put up signs directing family and friends to event shelter, but they must not be attached to trees, park signs, or other structures and must be removed prior to departure.
- The event guests may enjoy non-exclusive use of other facilities in the Park.
- Rental of any of our facilities for an event will be denied by Park Management if the event is deemed to prohibit use of the park by other visitors.
- Damage or theft of park property during event or associated with the event will be the responsibility of the group representative. Cost associated with any repair or replacement will be charged to the group contact/representative.
- Parking lots and are to only be used for parking, not camping.
- Littering on park property will NOT be tolerated. All associated trash must be cleaned up prior to sunset, when the park gates close.

### Outdoor Venue Locations

- Lake Arrowhead
- Ralph H Dean Recreation Park
- Ruffner Plaza
- Park & Ride Lot

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## Outdoor Venue Rental Rules & Regulations

- Public display or use of alcoholic beverages on any and all town property is strictly prohibited.
- Luray Police Department will be patrolling during all events.
- All decorations at outdoor venues must be confined to rented area and must be removed promptly after event. All décor must be removed before sunset.
- Decorations shall not damage any of the town structures.
- Music and all noise shall be kept at a reasonable level. Music shall be cut off at no later than 9pm or sunset, when gates close. Be respectful to the public visiting Lake Arrowhead, as well as the surrounding neighbors.
- The placement of any tents or inflatables must be detailed in your permit application and approved PRIOR to the event by park management.
- Portable toilets may be required in the event anticipated guests are expected to exceed the limits and max capacity of our park restrooms.
- Restrooms are available to the public for guests convenience, but are not limited to just event guests and attendees.
- Outdoor venues are open to the public and Park Management cannot control the public noise level associated with the use of those facilities.
- At Lake Arrowhead, swimming is NOT permitted outside of the hours of 11am-6pm Monday – Saturday, or 12pm-6pm on Sunday, Memorial Day through mid-August.
- Renters are responsible for all additional chairs and tables they may need.
- No candles or open flames will be permitted for events in/under the shelters.
- Paint, glitter, confetti, or glue may not be used while using our facility.
- Birdseed *must* be thrown in lieu of confetti, balloons, glitter, or rice for events.
- Do not move/remove any picnic tables or chairs from the shelters without prior approval from Park Management officials.
- The release of balloons, birds, insects, or any other wildlife related animal is prohibited.
- Those who rent the shelters are expected to maintain cleanliness and leave it in better condition than you found it. If used areas are left unclean, \$100 deposit will *not* be returned.

## Reservation and Cancellation Policy

- Reservations can be made by calling the Luray Town Office at (540)743-5511.
- Reservation must be paid in full to reserve property upon approval of Facilities Usage Form.
- No refunds will be issued for cancellations.

## Fees

### Lake Arrowhead:

- Lions Shelter (large, approx. 100 persons) **\$45**
- Ruritan Shelter (large, approx. 100 persons) **\$45**
- Town of Luray Shelter (medium, approx. 50 persons) **\$40**
- Sorority Shelter (small, approx. 30 persons) **\$35**
- FFA Shelter (medium, approx. 50 persons) **\$40**
- Modern Woodmen Shelter (large, approx. 100 persons) **\$45**
- \$100 cleaning deposit *must* be made upon approval of Special Event Permit. If shelters and surrounding areas are left unclean, deposit will *not* be returned.

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For more questions regarding special events to be held at Lake Arrowhead or Ralph H. Dean Recreation Park, please call Park Management at 540-843-0770.

**The terms of this agreement shall be deemed to be an acceptance and agreement by you, and on behalf of all other persons using this facility, to be bound by all terms and conditions listed above.**

Signature: \_\_\_\_\_ Print Name: \_\_\_\_\_

Date: \_\_\_\_\_ Phone Number: \_\_\_\_\_