

SPECIAL EVENT PERMIT APPLICATION



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

Application must be submitted not less than five (5) business days prior to the date of the proposed event. Activities involving more than 25 persons must be submitted at least ten (10) business days prior to proposed event.

Title of Event: _____

Description of Event: _____

Date of Event: _____ **Start Time:** _____ **Stop Time:** _____

Name of Organization if Applicable: _____

Contact Person: _____ **Telephone:** _____

Address: _____

E-mail Address for Contact Person: _____

Number of Participants: _____ **Requested Location of Event:** _____

Will food be served? If yes, please refer to terms of agreement for rules and regulations. **Yes** ___ **No** ___

Will Music be played? If yes, please refer to terms of agreement for rules and regulations. **Yes** ___ **No** ___

Describe plans for garbage and litter cleanup during and after the event:

By signing this document, you acknowledge receipt of copies of Town Code Sec. 74-142, *et seq.*, and Special Event Terms of Agreement and agree to abide by all rules and conditions set forth therein.

Date: _____ **Signature:** _____

Title: _____

Please complete the application and return to: Luray Town Office Attn: Event Permit

45 East Main Street, Luray, Virginia 22835 or fax: 540-743-1486 or email: events@townofluray.com

Administrative Use ONLY: Fees due: \$ _____ Fees Waived: \$ _____ Date fees paid: _____

Indemnification/Release Executed _____ Certificate of Insurance provided _____

Approval by Clerks Office: _____ Date: _____

Approval by Parks Director: _____ Date: _____

Approval by Chief of Police: _____ Date: _____

Town of Luray Special Event Permit

Terms of Agreement



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General Rules & Regulations

The following provisions apply to all uses of Town property:

- The person(s) signing the Special Event Application and/or this Permit shall be responsible for any property damage occurring as a result of their activities.
- The Town is not responsible for the conduct of event guests, participants, or attendees.
- The Special Event Applicant and Permit holder are responsible for providing any additional chairs, tables, or other facilities needed for their activities.
- Any personal property must be removed from Town property at the conclusion of the event. The Town is not responsible for stolen or damaged property.
- Public display or use of alcoholic beverages on Town property is strictly prohibited.
- Littering will NOT be tolerated. All trash must be cleaned up prior to conclusion of the event.
- Luray Police Department will be patrolling during events.
- Failure to comply with these terms and conditions as well as those set forth in Town Code Sec. 74-142, *et seq.*, will result in revocation of right to use Town property.

Outdoor Venue Rules & Regulations

The following provisions apply to the use of the Town's outdoor venue locations, including Lake Arrowhead, Ralph H. Dean Recreation Park, Ruffner Plaza, Greenway, Pocket Parks, and Park & Ride Lot:

- Any event deemed by the Town to prohibit the use of Town park facilities by others will not be permitted.
- Event setup may begin when park gates open to the public at sunrise.
- The placement of any tents or inflatables must be disclosed in application and approved PRIOR to the event by park management.
- Picnic tables or chairs may not be moved from the shelters without prior Town approval.
- Signs may be used to direct attendees to the appropriate shelter, but may not be attached to trees, park signs, or other structures and must be removed prior to closure of park.
- All decorations must be confined to the rented area, may not result in damage to Town structures, and must be removed promptly after event and before the park closes at sunset.
- Event guests may enjoy non-exclusive use of other facilities in the Park, including public restrooms.
- Portable toilets may be required in the event that the number of anticipated guests is reasonably expected to exceed the capacity of park restrooms.
- Music and noise shall be kept at reasonable levels. Music shall be cut off at no later than 9pm or when gates close at sunset.

Town of Luray Special Event Permit

- Reservation of no more than two (2) shelters will be approved for one event.
- Outdoor venues are open to the public and Park Management cannot control the public noise level associated with the use of those facilities.
- The following are expressly prohibited:
 - o Candles and open flames under the shelters.
 - o Paint, glitter, confetti, and glue.
 - o The release of balloons, birds, insects or any other wildlife.
 - o Camping in parking lots.
- Birdseed *must* be thrown in lieu of confetti, balloons, glitter, or rice.
- Lake Arrowhead Fee Schedule:
 - o Lions Shelter, Ruritan Shelter, Modern Woodmen Shelter (large, approx. 100 persons) **\$45**
 - o Town of Luray Shelter, FFA Shelter (medium, approx. 50 persons) **\$40**
 - o Sorority Shelter (small, approx. 30 persons) **\$35**
 - o Scout Camping Fee **\$50 per event**
- Ralph H. Dean Fee Schedule:
 - o Class of '71 Shelter, Rotary Shelter (large, approx. 100 persons) **\$45**
 - o Athletic Field Use (without lights) **\$75 per field per day**
 - o Athletic Field Use (with lights) **\$100 per field per day**
- Deposit of **\$100** cleaning deposit is *required* upon approval of Special Event Permit. Deposit will *not* be returned if shelter and surrounding area are left unclean.
- 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.
- Please be respectful to the public visiting Lake Arrowhead, as well as the surrounding neighbors.

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 Special Event Application.
- Reservation payment over the phone cannot be accepted.
- No refunds will be issued for cancellations.

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

For questions regarding special events on all other Town property, please call the Town of Luray Police Department at 540-743-5343.

I agree to comply with and be bound by all terms and conditions listed above.

Signature: _____ Print Name: _____

Date: _____ Phone Number: _____