

Est. Attendance

Danville Parks and Recreation Trail/Park Event Application



Event Title:

Event Date:

Trail or Park Name:

Event Time:

Sponsoring Group Name:

Contact Name:

Email:

Phone: (Work)

Phone: (Home)

Phone: (Cell)

Address:

Starting Location:

Route with Turnaround/End

Brief Description of Event:

Describe Set-up Planned

Is an entry fee charged? Yes No If yes, who retains proceeds?

Is use of indoor facilities requested? Yes No (See #4 below) Is a certificate of insurance attached? Yes No

Fax to Park Services at 434-797-8996 or email to ragdsdes@danvilleva.gov

Use Policy:

- Trail and Park must remain open to the general public, except in the case of City-sponsored events where temporarily restricted public access is necessary for public safety and is coordinated by City staff.
- No permanent markings of any type shall be made on any natural or artificial surface, nor shall trees, posts, etc. be damaged or defaced. Nails/staples in trees are not permitted. Directional signs on the Riverwalk shall be removed immediately after event. Race signs on mountain bike trails shall be removed within one week of the event.
- All equipment such as tables, chairs, cones, flags, signs, etc. are the responsibility of the applicant and shall be removed promptly at the end of the event. All trash and pet waste must be removed from the site.
- When use of indoor recreation facilities is desired during regular office hours, applicant is required to provide adult supervision. Applicant is required to rent facilities as noted in the **Trail Event Fee Policy**.
- Sales of any products on City property must be approved in advance by the Director of Parks & Recreation and will require completion of a concession contract.
- Sufficient portable restroom facilities to serve the anticipated attendance must be provided by the applicant.
- A Certificate of Insurance and an Endorsement providing a minimum of one million dollars in liability coverage is required and must be submitted at least three (3) weeks prior to events open to the public. The Certificate of Insurance must state name and date of the event. Both the Certificate of Insurance and the Endorsement must list as additional insured: City of Danville, 427 Patton Street, Danville, Virginia 24541.
- The applicant for the use of the facility shall be responsible and liable for any and all injuries and damages to amenities, buildings, fixtures or property during the period of its use under this contract. The applicant agrees to reimburse the City of Danville for all such injuries or damages. The applicant agrees to save the City of Danville harmless from all claims for injuries to persons while using trail/park facilities.

Applicant Signature:

Date:

Staff Signature

Date