



P.O. Box 209 | 6 East Pennsylvania Avenue
 Lovettsville, VA 20180
 (540) 822-5788 www.lovettsvilleva.gov

Walker Pavilion Rental Application

Approved October 22, 2015

Applicant Name (person): _____ Date: _____

Name of Organization (if appropriate): _____

Group Using The Space: In-Town Resident Out-of-Town Resident Non-Profit Corporate

Address (Mailing): _____ E-Mail: _____

Town/City: _____ State: _____ Zip: _____

Telephone: Work _____ Mobile _____ Fax _____

Use Information

Time Period: _____ to _____

Day of Week: _____ Date of Event: _____ Between 10am – 9pm

Is Event Open to the Public? No Yes (No admission fee allowed) # of Attendees: _____

Is this a High Water Use Event? No Yes

Describe Nature of Use: _____

Rental Items

		Cost
Pavilion (with Green) (exclusive event on the Green, but not exclusive use of the Green) Table & Chair Set (1 table & 6 chairs) and cornhole game board	In-Town Resident / Non-Profit	<input type="checkbox"/> \$50
	Out of Town Resident / Corporate (party not selling)	<input type="checkbox"/> \$100
Additional Table & Chair Set (1 table & 6 chairs)	\$15 x # _____ of Sets	<input type="checkbox"/> \$ _____

Total Amount Due (Due at Permit Request)	
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Use of the Walker Pavilion is regulated by the Walker Pavilion Reservation Policy adopted _____

The undersigned certifies that they are aware of the Walker Pavilion Reservation Policy including the rules for the use of the Pavilion, accepts full responsibility for all participants, and to the best of their knowledge, has completed this application fully and correctly.

Signature of Applicant	Printed Name of Applicant	Date
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-----Office Use Only-----

Date Application Received _____ Application Complete _____ Application Fee Paid _____ Is Group Insurance Policy Needed? _____

APPROVED: <input type="checkbox"/> Yes <input type="checkbox"/> No DATE: _____	<table style="width: 100%; border: none;"> <tr> <td style="width: 60%; border: none;"> SIGNATURE OF TOWN MANAGER _____ </td> <td style="width: 40%; border: none;"> (PRINT NAME) _____ </td> </tr> </table>	SIGNATURE OF TOWN MANAGER _____	(PRINT NAME) _____
SIGNATURE OF TOWN MANAGER _____	(PRINT NAME) _____		

Town of Lovettsville

Walker Pavilion Reservation Policy

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INTENT:

The Town of Lovettsville has directed public resources to develop quality park space for the community. It is the intent of the Mayor and Town Council to allow individuals, families, charitable, benevolent, and civic organizations the ability to rent these spaces for activities that promote the public good and add to the quality of life for the residents of Lovettsville and the surrounding area. These uses must be of value to the community, uphold the community's social norms and values and/or serve as a benefit to the Town.

NEED FOR RESERVATION:

1. Exclusive use of the Pavilion
2. Use of electric supply or water
3. Any structures such as tents

RESERVATIONS:

1. The Walker Pavilion may be reserved for events by Town residents, out-of-town residents, non-profit or corporate groups. All renters must apply for rental using the Walker Pavilion Rental Application. Fees and times are listed on this application form.
2. Reservation applications will not be accepted more than twelve months before the planned event nor less than 5 business days prior to the day of the event.
3. Reservations can be between the hours of 10 am and 9 pm.
4. An approved reservation permits the renter to the exclusive use of the Walker Pavilion and 100 foot radius around the Pavilion. The remainder of the Town Green, picnic tables, portable restroom (if present), and any other public facilities must be shared with the public. Four temporary signs are provided in the storage area for the renter to use to designate the area for their exclusive use.
5. One table and 6 chairs (one set) and a cornhole game set are provided with the Pavilion rental and are located in the storage room. Additional sets of table and chairs may be requested for an additional fee as described on the Rental Request form.
6. The renter must have a copy of the approved reservation with them during their use of the public space.

7. Any rentals for uses beyond that described above shall be considered, negotiated and approved on a case by case basis by the Town Manager or designee. Such uses may include but not limited to concerts, day long fairs or events, use of inflatable amusements, weddings, use of tents larger than 10x20 (20x20 or larger requires Loudoun County Fire Marshall approval), rentals beyond the time periods available or high water use event (or activities with running water).
8. All sales of goods or services other than food concessions must be approved by the Town Manager or designee.
9. No admission fee will be allowed.
10. The Town has the right to refuse any requests for renting the Town property. The Town will work to provide equal access to Pavilion rentals so that no one group monopolizes the property. If demand justifies, the Town may limit rental availability.
11. The Town has the discretion to require the Renter to furnish proof that they are covered with a minimum of \$1,000,000 of liability insurance with the Town Government being added as an additionally insured.
12. The Renter is responsible for any damages that occur to the Walker Pavilion or Town Green. The Town has the discretion to request a deposit for a rental.
13. The Town reserves the right to reject future reservation requests if any of the Rules are not followed.

Rules for Use:

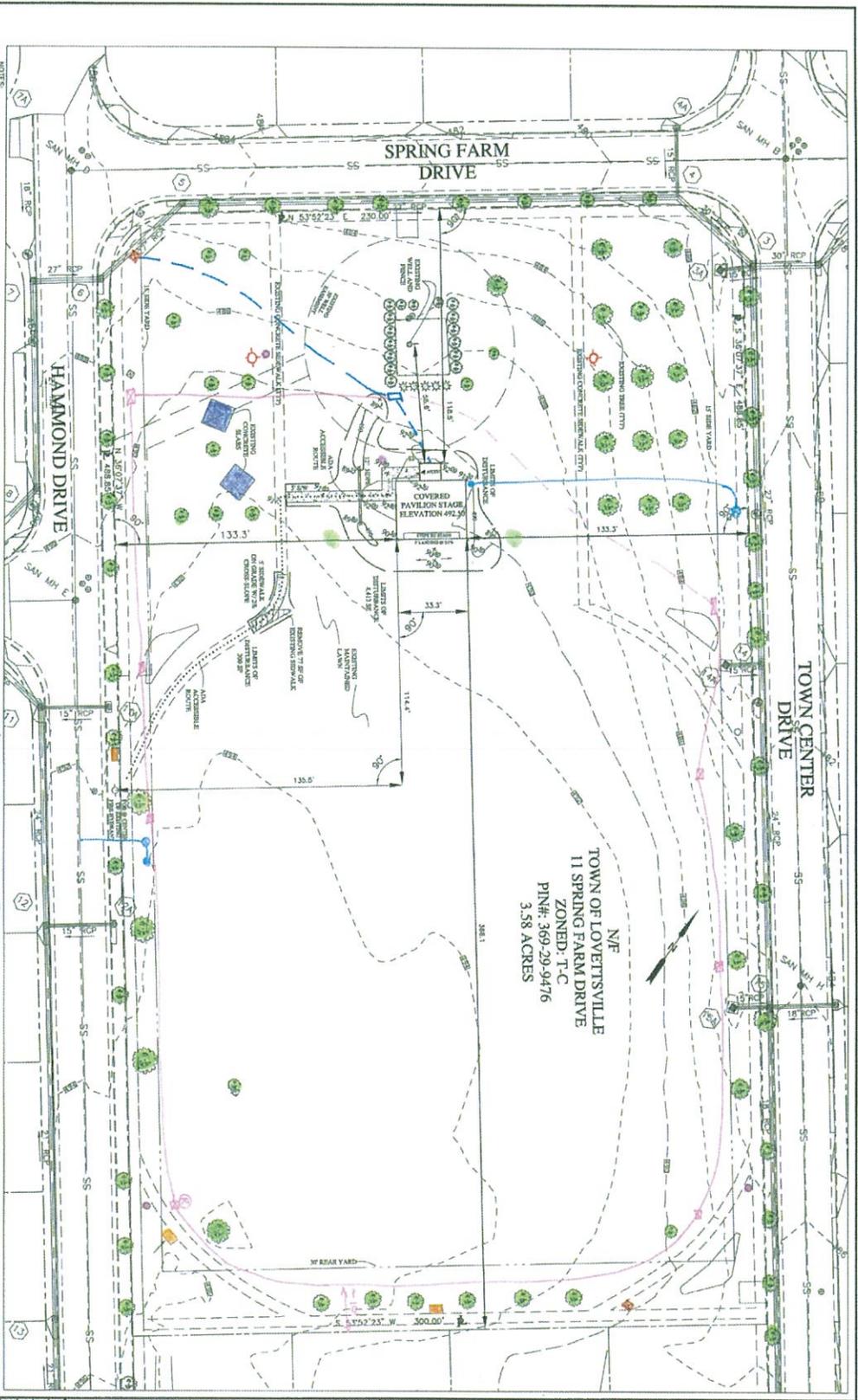
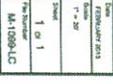
1. Rental is for the time period specified on the Rental Request form only (including set up and take down).
2. No driving or parking on the grass or sidewalk, even for unloading. Cars must be parked on the street and all items carried in.
3. No grilling or cooking within 15 feet of the Pavilion or other structures. Use of crock pots and coffee pots in the Pavilion is acceptable to heat up and keep food warm.
4. Any use of fire other than grilling as described above must be approved by the Loudoun County Fire Marshall's office and written approval provided to the Town with the Rental Request form.
5. No alcoholic beverages or tobacco products shall be consumed or used in the Town Green or Walker Pavilion. Exceptions may be made for events with a valid ABC permit.
6. Pets must be on lead and picked up after.
7. No littering. All trash must be collected and removed by the renter and disposed of offsite.
8. A portable restroom facility will be available at the Town Green during the summer months and is available for public use.
9. Noise must be kept to a reasonable level.
10. Tents may not be attached to existing structures.
11. Damage to structures or property is the responsibility of the renter. No tape, nails or other fastening devices are permitted for use in the Pavilion.

1. RECORD INFORMATION IS TAKEN FROM A RECORD PLAN TITLED "LOVETTSVILLE TOWN CENTER DRIVE" BY BISHOP CONSULTING INC DATED DECEMBER 19, 2008 (RESTRICTION PROVISIONS-0113437).
2. ARCHITECTURAL FOOTPRINT IS TAKEN FROM PLAN TITLED "WALKER PAVILION, LOVETTSVILLE, VA" AS PROVIDED BY Pugh/Heisler Inc AND DATED 9-30-2012.
3. TOPOGRAPHIC SURVEY IS TAKEN FROM FIELD SURVEY PERFORMED BY DEWBERRY IN JANUARY 2013. CONTOUR INTERVAL IS 2'.

Town Green map showing improvements for water supply & electric by Karin Fellows 11/18/15

- - - Dominon Booster to Pavilion
- - - Yard hydrant
- - - Conduit & pull boxes for electric outlets
- - - Active 20 Amp receptacle
- - - Post & bench
- - - dashed where use sure of location
- - - Trees
- - - Common Light
- - - Trash cans
- - - Dog Po station
- - - Picnic tables

NO.	DATE	DESCRIPTION	BY



SITE PLAN

Dewberry
 Dewberry & Davis LLC
 1000 COMMONWEALTH AVENUE SUITE 200
 FARMERSVILLE, VIRGINIA 22615
 PHONE: 703.271.9000 FAX: 703.271.9000