



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

# Town Facility/Asset Use Permit

**PER LOCATION RENTAL FEE: \$25 IN-TOWN RESIDENT/NON-PROFIT, \$50 OUT-OF-TOWN RESIDENT/COMMERCIAL  
 BEER TRAILER \$500 (FEE MAY INCREASE BASED ON NEEDS OF SPECIFIC EVENTS/RENTALS)**

Applicants Name (person): \_\_\_\_\_

Name of Organization Hosting Event: \_\_\_\_\_

Address (Mailing): \_\_\_\_\_ E-Mail: \_\_\_\_\_

Town/City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: Work \_\_\_\_\_ Mobile \_\_\_\_\_ Fax \_\_\_\_\_

## Event Information

Select Site(s): Walker Pavilion  Town Green (3 Acre Park)  Other Rental  Town Square  Town Hall Parking Lot   
 Quarter Branch Park  Council Chambers  Beer Trailer

Describe Nature of the Event/Rental: \_\_\_\_\_

Date(s) of Event/Rental: \_\_\_\_\_ Hours of Event/Rental: \_\_\_\_\_

Event must be registered with Loudoun County (EOC) with provided proof to Town of registration.

<https://www.loudoun.gov/827/Special-Events-Planning>

Will Town provided electrical power be needed?  Yes  No

Will personal generators be used?  Yes  No

Has Sheriff's Office support been requested?  Yes  No

Will signage be needed for event? (Request must be made to Zoning Administrator 30 days in advance of event)  Yes  No

**Please Note:**

- 1) Proof of Liability Insurance (\$1,000,000.00 minimum) must be provided to the Town prior to the event. The Town must be added as an additionally insured on the policy.
- 2) Applicant accepts full responsibility for the rental in the event of damage and agrees to repair any item that is damaged during the rental.
- 3) Deposits and/or fees will be collected at the time of the application.
- 4) Use of the Town logo must be approved in advance of the event on any signage, souvenirs, or any material during the rental.
- 5) Rental items will be inspected by the Town prior to the rental pickup and return. Once the Town has inspected the returned item and deemed there was no damage the security deposit will be refunded.

The undersigned certifies that they are aware of the rules and requirements of the Town of Lovettsville and Loudoun County, accepts full responsibility for the event, and to the best of their knowledge, this application in all its parts, is complete and correct.

Signature of Applicant \_\_\_\_\_ Printed Name of Applicant \_\_\_\_\_ Date \_\_\_\_\_

-----Office Use Only-----

Date Application Received \_\_\_\_\_ Application Complete \_\_\_\_\_ Application Fee Paid \_\_\_\_\_ \$125 Deposit Received \_\_\_\_\_

APPROVED:  YES  NO

DATE: \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE OF TOWN MANAGER (PRINT NAME)

# Town of Lovettsville

*Last Approved by Town Council October 21, 2021*

---

## **TOWN FACILITY/ ASSET USES AND 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 to rent these spaces for activities that promote the public good, add to the quality of life for the residents of Lovettsville and the surrounding area and support local businesses and community events. 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 and the surrounding area.

## **TOWN FACILITIES/ ASSETS AVAILABLE FOR USE:**

- WALKER PAVILION
- TOWN GREEN
- TOWN SQUARE
- QUARTER BRANCH PARK
- TOWN HALL LOT
- COUNCIL CHAMBERS
- BEER TRAILER (COMMERCIAL ENTITY ONLY)
- OTHER RENTAL

## **RESERVATIONS:**

1. A Town Facility may be reserved for events by Town residents, Out-of-Town residents, non-profit organization, service organization or commercial groups; with the exception of the Council Chambers. The renting of the Council Chambers is restricted to local non-profit and/or service organizations.
2. All Renters must apply for a rental using the Town Facility/ Asset Use Permit form.

3. Reservations of facilities shall be between the hours of 10 am and 9 pm; unless otherwise approved by the Town Manager.
4. For the Walker Pavilion the following specific items apply:
  - An approved reservation includes a 100-foot radius around the Pavilion while 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.
  - One table and six chairs (one set) and a cornhole game set are provided with the Walker Pavilion rental and are located in the storage room. Additional sets of table and chairs may be requested for an additional fee (\$15.00 per set).
  - A portable restroom facility may be available at the Walker Pavilion and Town Green during the summer months and is available for public use. If the facility is locked, the key will be provided.
  - Use of the water hydrant is included with an approved reservation. Renters are encouraged to flush the lines for approximately 5 minutes before using the water to ensure water quality.
5. All sales of goods or services must be approved by the Town Manager or designee. If selling food, vendors must provide proof that they have obtained all necessary permits from the Town prior to the event.
6. No admission fee will be allowed.
7. The Town has the right to refuse any requests for renting the Town Facility. The Town will work to provide equal access to rentals so that no one group monopolizes the property. If demand justifies, the Town may limit rental availability.
8. The Town reserves the right to reject future reservation requests if any of the Rules are not followed.
9. Any rentals for uses or time periods 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 be limited to concerts, day long fairs or events, use of inflatable amusements, weddings, use of tents larger than 10ft. x 20ft. (20ft. x 20ft. or larger requires Loudoun County Fire Marshall approval), rentals beyond the time periods available or high-water use events (or activities with running water).

### **Town Facilities Use Rental Rules:**

1. A \$125 deposit (cash or check) must be provided at the time of key pick up. The check or cash will be held and returned to the Renter upon return of the key and confirmation that there is no damage to the facility needing funds to repair, and/or cleaning of the facility.
2. Rental is for the time specified on the Town Facility Use Permit form only (including set up and take down).

3. The Renter must have a copy of the approved Town Facility/ Asset Use Permit form with them during their use of the Town Facility.
4. No driving or parking of vehicles on the grass or sidewalks, **even for unloading**. Cars must be parked on the street and all items carried in.
5. No use of metal or wooden stakes on the Town Green or Town Square to avoid damage to the irrigation system. Plastic step-in fence posts with four-inch spikes are acceptable.
6. No grilling or cooking within 15 feet of the Walker Pavilion or other structures. Use of crock pots and coffee pots in the Walker Pavilion is acceptable to heat up and keep food warm.
7. Any use of fire other than grilling as described above must be approved by the Town Manager or designee after receiving approval from The Loudoun County Fire Marshall's office and providing this written approval to the Town with the Town Facility Permit form.
8. No alcoholic beverages or tobacco products shall be consumed or used on Town Facility unless approved by the Town Manager or designee and a valid ABC permit has been provided to the Town prior to the event.
9. Pets must be on leash and picked up after.
10. No activities on the Town Facility are permitted that will adversely affect the grass including use of hooved animals, use of any kind of wheeled vehicles on the grassed areas or use of paint guns.
11. No littering. All trash must be **collected and removed** by the Renter and disposed of offsite.
12. Noise must be kept to a reasonable level.
13. Tents may not be attached to existing structures.
14. Damage to structures or property is the responsibility of the Renter. No tape, nails or other fastening devices are permitted on the Pavilion, Veterans Wall, trees, light poles, structures, or facilities.
15. All Town Facility rules as well as ordinances and laws of the Town, County, State and Federal Government apply.

### **Town Asset (Beer Trailer) Use Rental Policy and Rules:**

1. The minimum fee for rental of the beer trailer is \$500 per initial rental period, which is not to exceed 48 hours. An additional \$250 fee will be charged for every 24 hours thereafter the initial 48-hour rental period.
  - Please note that a CO2 tank is not available nor provided by the Town with the rental of the trailer.
  - The trailer is periodically used for Town events and as a result will not be available for rent during periods surrounding Town events.
  - If the Town's portable generator is required by the Renter, the Renter must

make arrangements with Town staff prior to the rental period and picking up the trailer.

- The generator must be operated outside of the trailer; otherwise, the trailer's cooling system will not function properly and can result in electrical issues and/or damage.
  - In some circumstances, the portable generator will be required for Town operations and/or events and may not be available to the Renter.
  - The Town reserves the right to acquire the portable generator at any time during the rental period should it be required for Town operations.
2. Proof of Liability Insurance is required. Damage to property is the sole responsibility of the Renter.
    - The Renter shall reimburse the Town for any lost or damaged ancillary equipment associated and contained with the trailer at time of rental including but not limited to: a 240v adapter, a beer jockey box, extension cords, cords associated with the Town's system, regulators, and other items that will be identified prior to releasing the trailer for rent.
  3. A \$500 deposit (cash or check) must be provided at the time of pick up. The check or cash will be held and returned to the Renter upon return of the asset within the agreed upon rental period, and after confirmation that there is no damage to the asset that requires repair.
  4. The Renter must have a copy of the approved Town Facility/ Asset Use Permit form with them during their use of the Town Asset.
  5. All Town Facility rules as well as ordinances and laws of the Town, County, State and Federal Government apply.
  6. All beer tap lines shall be flushed thoroughly with a proper flushing agent such as Star San Sanitizer. In addition, the trailer must be cleaned thoroughly of all debris. If applicable, the generator must be filled with fuel.
  7. The beer trailer must be returned before noon the following day of the rental period. Alternatively, Town staff, at their sole discretion, may accommodate alternate drop-off arrangements requested by the Renter. Failure to return the beer trailer within the established deadline will result in the Renter being charged for each additional 24-hour period during which the trailer is not returned. Such charges shall derive from the refundable \$500 deposit or be billed to the Renter directly at the sole discretion of the Town.