



TOWN OF OCCOQUAN

To Check Availability: (703) 491-1918 | info@occoquanva.gov
 Town Hall, 314 Mill Street, M-F, 9 a.m. – 4 p.m.

Permit No.
OFR

Facility Use Request Form

Please **CHECK ONE** facility location.

Facility	Address/Location	Select ONE
Mamie Davis Park (Gazebo)	205 Mill Street/Intersection of Washington and Mill Streets	<input type="checkbox"/>
Town Hall*	314 Mill Street/Corner of Ellicott and Mill Streets	<input type="checkbox"/>
River Mill Park	458 Mill Street/West end of Mill Street	<input type="checkbox"/>

*Only available for use by Town based users (Town residents, Town businesses, local HOAs and community organizations based in Town) on non-holiday weekdays. No fees will be assessed unless staff support is needed.

Event Information			
Event Name:		Est. # of Participants:	
Event Type: <input type="checkbox"/> Recurring <input type="checkbox"/> Competitive <input type="checkbox"/> Private: <input type="checkbox"/> Misc. Public: <input type="checkbox"/> Other:		Requested Date(s):	
		Requested Time(s): <i>(includes set up/break down) Base fee includes 4 hours, \$50 extra per hour</i>	
Equipment Description			
Please provide information in the space below on the type of equipment that will be used during the event. All equipment must be provided by the applicant. If utilizing a rental company, please provide company information. Set up and cleanup is the responsibility of the user.			
Special Event Criteria			
Please mark all the special event criteria that apply to your facility use request. <i>Note: Meeting any of these criteria will require a Special Event Application and approved permit.</i>			
<input type="checkbox"/> Loud sounds (i.e. from concerts or fireworks)	<input type="checkbox"/> Sale/consumption of alcohol	<input type="checkbox"/> Recurring event	
<input type="checkbox"/> Collection of fees or monetary contributions	<input type="checkbox"/> Use or blockage of Town streets or sidewalks	<input type="checkbox"/> Geared towards/involving general public	
Contact Information			
Name:			
Street Address:	State:	Zip:	PO Box:
Primary Phone:	Secondary Phone:	Email:	

HOLD HARMLESS AGREEMENT

THIS AGREEMENT entered into on _____, _____, by and between _____ and the Town of Occoquan (hereinafter "Town"):

WITNESSETH

WHEREAS the Town wishes to make _____ available for gatherings, and the Town desires to protect public parks and facilities from damage and to be protected from claims for injuries from those attending such gatherings; and

WHEREAS the individual holding the gathering is willing to assume responsibility for any damages caused to the park and/or facility as a result of the gathering and to indemnify and hold harmless the Town from any claims made by those attending the gatherings;

NOW, THEREFORE, in consideration of the mutual promises and other good consideration, the parties agree as follows:

1. The individual and those attending the gathering, shall and do at all times, sufficiently save, defend, keep harmless and indemnify the Town of Occoquan, its successors and assigns, of and from any and all loss, damage, cost, charge, liability or exposures, including court costs and attorney's fees, arising out of the organization's use of the public park and/or facility.

2. It is understood and agreed between the parties that this agreement is made for the purpose of allowing the individual to make use of _____ on _____, _____, from _____ a.m./p.m. to _____ a.m./p.m.

WITNESS THE FOLLOWING SIGNATURES:

Signature _____
Date
Print Name: _____

TOWN OF OCCOQUAN, VIRGINIA

BY: _____
Town Manager

FOR USE BY TOWN STAFF ONLY			
Requested Date:	Requested Time:	<input type="checkbox"/> Mon-Thurs <input type="checkbox"/> Fri - Sun, Holiday	Requested Facility:
Special Event Application and Permit required? <input type="checkbox"/> Yes <input type="checkbox"/> No		Special Event Permit Number (if applicable):	
Use Fee: _____	Mon - Thurs Permit Rates MDP: <input type="checkbox"/> \$200 (NT) <input type="checkbox"/> \$100 (NTNP) <input type="checkbox"/> \$0 (T) TH: <input type="checkbox"/> \$0 (TR)	Fri - Sun, Holiday Permit Rates MDP: <input type="checkbox"/> \$250 (NT) <input type="checkbox"/> \$125 (NTNP) <input type="checkbox"/> \$50 (T) TH: <input type="checkbox"/> \$0 (TR)	
Check No.: _____	RMP: <input type="checkbox"/> \$400 (NT) <input type="checkbox"/> \$200 (NTNP) <input type="checkbox"/> \$0 (T)	RMP: <input type="checkbox"/> \$500 (NT) <input type="checkbox"/> \$250 (NTNP) <input type="checkbox"/> \$100 (T)	
Cash No.: _____			