

Park Facility Reservation Information

The Damascus **Town Park Gazebo** and **Laurel Creek Park Pavilion & Stage** are great places for reunions, celebrations, events, or socializing. While our parks are open to the public during posted hours, specific structures (gazebo, pavilion, and stage) may be reserved in advance. Reservations are processed on a first-come, first-served basis upon receipt of a completed form and payment at Town Hall.



Town Park Gazebo
202 S. Beaver Dam Ave.



Laurel Creek Park Pavilion
127 W. Imboden St.

Required Information:

- **Applicant Identification:** Specify full contact details and physical address, if the rental is for a business, nonprofit, or private individual, along with full contact details and physical address.
- **Facility Selection:** Explicitly check the box for desired facility.
- **Event Details:** Provide the date(s), estimated attendance, schedule including setup and cleanup times, event name or type (i.e. birthday, reunion, worship service, etc.), and if the rental is commercial.
- **Event Information:** Specify if rental requires power, if music or voice will be amplified, and if signage or banner will be displayed.

Fee Information:

- **Rental Fee:**
 - **\$50.00** for half-day use (4 hours or less).
 - **\$100.00** for full-day use (over 4 hours).



Park Facility Reservation Form



ALL SECTIONS OF THE FORM MUST BE FILLED OUT COMPLETELY.

Name/Organization: _____

Address/City/State/Zip: _____

Phone: (_____) _____ E-mail: _____

Reservation Fees: \$100 per Full-Day (4+ hours) \$50 per Half-Day (≤4 hours)

Town Park Gazebo Laurel Creek Park Pavilion/Stage

Reservation Date(s): _____ Estimated # of Attendees: _____

Start Time (including setup): _____ End Time (including cleanup): _____

Event: _____ Commercial Event (for profit): Yes No

Electricity Required: Yes No Amplified Sound: Yes No Park Banner/Signage: Yes No

Separate special event or festival permit and fees may be required by the town depending on the size and scope of an event as defined per Damascus Code, Chapter 6, Articles III & IV in the interest of public health, the protection of property, and preserving peace and good order within the town.

Upon signing this form, I agree to accept full responsibility for any damage to park facilities during the reservation time and acknowledge receipt and understanding of the applicable Park Facility Rental Rules attached.

Signature: _____ Date: _____

Payment is required at time of reservation. Please make checks payable to "Town of Damascus". The Town will grant a refund for reservations cancelled ten (10) days prior to the reservation date. Upon cancellation, a \$15 processing fee will be assessed.

For Office Use Only

Date Received: _____ Date Approved: _____

APPROVED DENIED Reason for Denial: _____

FEES DUE: _____ \$50 Half Day(s) _____ \$100 Full Day(s) TOTAL FEE DUE: _____

SIGNATURE: _____ DATE: _____



208 W Laurel Ave
P.O. Box 576
Damascus, VA 24236
276-475-3831
info@damascus.org

Park Facility Rental Rules & Responsibilities

- Parks are freely open to the public during posted hours.
- It is the responsibility of the renter to communicate requirements to on-site participants of park rules and rental regulations.
- Event notification signage may be displayed in the reserved park up to seven days prior to the reservation date. Signs must not exceed 4' x 8' in size and must be removed immediately following the conclusion of the event.
- Reservations are confined to the immediate structure area reserved.
- Vehicles must be parked in designated parking areas only. Vehicles are not permitted to be driven up to structures, whether through grass, concrete, or asphalt areas, without express authorization.
- Rental groups must not block or restrict access to the following: Appalachian Trail, Virginia Creeper Trail, public restrooms, parking, caboose, and/or playground.
- No climbing on top of, or under, the park structures. No skateboarding, roller skating, or biking on structures.
- Renter agrees not to permanently alter park structures, including through the use of paint, graffiti, permanent markers, or mounting of permanent signage.
- The use of nails, screws, staples, duct tape, or other damaging adhesives and fasteners on park structures is prohibited. This applies to the installation of all temporary items, including but not limited to signage, banners, decorations, lighting, and audio/video equipment or cabling.
- Renter agrees to pay for all damages to property, and for any other charges that may be incurred as a direct result of their use.
- Music or noise in violation of the Town's Noise Ordinance (audible at 50 feet) is prohibited. (*Code 1975, § 14-17; Code 2002, § 18-141*)
- No additional picnic tables may be moved onto the facilities. No existing picnic tables within the facilities may be removed from the premises. Any park picnic tables relocated within the site during your event must be returned to their original locations before departure.
- Rental groups are responsible for their own trash removal from the park. Park trash cans are for use by the public, not group rentals. No littering.
- Facilities must be vacated no later than the end of the rental time.
- The renter shall be held responsible for the actions of their participants, employees, agents, or persons.
- The town reserves the right to stop/prohibit use at any time if any of the above rules are violated or facility capacities are exceeded.
- By signing the facility reservation application, the renter agrees to protect and hold the Town of Damascus harmless and to indemnify the Town from any and all claims, demands, suits, actions, judgements, and recoveries for or on account of damage, theft, or injury (including death) to property or person occurring as a result of the use of property as described in this agreement.

[For emergency assistance during your rental, please call 911 or contact Central Dispatch at 276-676-6285]