



FREEDOM PARK SPECIAL EVENT APPLICATION

Please Return To:

**Parks and Recreation Department
50 Ida Lee Drive, N.W.
Leesburg, VA 20176**

Please Type or Print Clearly

Activity _____ **Date of Application** _____

Sponsored By _____ **Location of Event** _____

For Profit _____ **Non-Profit** _____ **Tax Exempt No.** _____

Organizers/Contact Information: Name _____

Home # _____ **Work #** _____ **E-mail** _____

Address _____ **City** _____ **State** _____ **Zip** _____

Secondary Contact Information: Name _____

Home # _____ **Work #** _____ **E-mail** _____

Address _____ **City** _____ **State** _____ **Zip** _____

Description of Event:

Date of Event _____ **Rain Date** _____
(rain date can only be used for the event applied for with this application)

Event Hours _____

Set Up Time _____ **Clean Up Time** _____

- * Anticipated attendance (per day): Participants _____ Spectators _____
- * Will you need electricity? Yes No (if Yes, number of outlets_____)
- * Will food be served? Yes No
- * Will fees for food or merchandise be charged? Yes No
- * Will admission fees, entry fees or other fees be charged as part, or in association with the activity? Yes No
- * Will portable restrooms be provided? Yes No (If Yes, How many_____)
- * Will there be parking control staff? Yes No (If Yes, How many_____)
- * Will you have security on site? Yes No (If Yes, Who_____)
- * Will any items be left overnight? Yes No (If Yes, What_____)
- * Will signs or banners be displayed? Yes No (If Yes, Where_____)
- * Will tents be erected? Yes No (If Yes, What Size_____)
- * Will water hook-up be needed? Yes No (If Yes, What For_____)
- * Will there be a parade? Yes No (If Yes, Where_____)
- * Will any town streets need to be closed? Yes No (If Yes, Identify_____)

Name of insurance company providing certificates of insurance for the event:

A COPY OF YOUR INSURANCE CERTIFICATE MUST BE PROVIDED WITH APPLICATION

I agree to indemnify and hold harmless the Town of Leesburg, its employees, and its agents from and against any and all liability for any injury which may be suffered in connection with this event. I also hold harmless the Town of Leesburg, its employees, and its agents from and against any liability for any equipment or supplies lost or damaged that are stored or otherwise as a result of this event.

FEE SCHEDULE

All special events at Freedom Park are subject to park rental fees.
All applicable fees must be paid in full two weeks prior to the event.
Special events are defined as any event other than regular season games and regular season, year-end playoff games.

The following fee schedule applies:

1. \$40/hr/field for tournaments and other events not part of the regular season. A tournament shall be defined as any event consisting of more than two games played on a date(s) not included in the approved regular season schedule. The Director of Parks and Recreation may waive the residency requirement on a case-by-case basis for events deemed in the best interest of the Town.

2. A full park rental fee is \$500/day. A full park rental is defined as all or part of Freedom Park fields being used by the applicant. All day is 4 hours or more.

Signature

Date