



APPLICATION FOR USE OF TOWN GREEN and STAGE



Please Return To: Events Manager Parks and Recreation Department 60 Ida Lee Drive, N.W. Leesburg, VA 20176 (703) 777-1368

Submission of application does not guarantee approval of event.

Contact Information:

Name: \_\_\_\_\_ Company/Organization: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Day of Event Number: \_\_\_\_\_

Mailing address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email address: \_\_\_\_\_

Name of Event: \_\_\_\_\_

Date & Hours of Event: \_\_\_\_\_

Set Up time: \_\_\_\_\_ Clean Up Time: \_\_\_\_\_

Number of Expected Attendees: \_\_\_\_\_

Description of Event: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

The following applies to the use of Town Green and Stage:

- Alcohol is prohibited unless organizer has an approved ABC license for the event.
• Candles/candle wax are prohibited on the stage and brick areas. Battery powered candles are encouraged.
• Any signs or posts requiring staking in the lawn must have their location pre-approved.
• The brick walkways, stage and building may not be chalked or painted.
• The sidewalk on the east side of the Green is a public right-of-way and must remain open at all times.
• Permission to use tables and chairs must be obtained from the adjacent business.
• If your event will have amplified sound, a noise permit will be required.

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 and all liability for any equipment or supplies lost or damaged that are stored or otherwise, as a result of this event.

Applicant's Name (Printed) \_\_\_\_\_

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_