



APPLICATION FOR USE OF TOWN GREEN 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 the Town Green 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 _____