



APPLICATION FOR PARK USE PERMIT

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 Activity _____

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

Organizers/Contact:

Name _____ Home # _____ Work # _____

Address _____ City _____ State _____ Zip _____

Name _____ Home # _____ Work # _____

Address _____ City _____ State _____ Zip _____

Description of Activity:

Date Activity to Begin _____ Date Activity to End _____

Day(s) of Week _____ Hours _____

Number of Weeks _____

- * 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 _____)

Name of Insurance Company Providing Certificates of Insurance for the Event:

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

Signature

Date