



Department of Recreation, Parks and Cultural Activities
 1108 Jefferson St. • Alexandria, VA 22314 • 703.746.4343

PERMIT FOR RENTAL OF PARKS

Park Rental Request <input type="checkbox"/> Fort Ward Area: _____ <input type="checkbox"/> Waterfront <input type="checkbox"/> Oronoco Bay <input type="checkbox"/> Hensley Park <input type="checkbox"/> Ben Brenman <input type="checkbox"/> Other _____ <input type="checkbox"/> John Carlyle Park Equipment Rental Request <input type="checkbox"/> Mobile Stage	Date Requested _____ Estimated Attendance: _____	Rental to begin at: _____ a.m. _____ p.m. Rental to end at: _____ a.m. _____ p.m.
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Name of Applicant _____ Date of Application _____

Address _____
 Street City State Zip Code

Organization Name _____

Organization Address _____
 Street City State Zip Code

Work Phone _____ Home Phone _____

Purpose of Event _____

Will fees be collected? Yes No Is this organization Profit Non-profit City Agency

Request permission for ABC permit? Yes No (submit \$50 non-refundable processing fee with application)

Request permission for noise permit (for any form of amplified sound, i.e. bullhorn, iPod, radio, band, etc.)? Yes No

Type of sound equipment being used _____

List any additional equipment you request approval to bring to the park _____

If access to park is needed prior to rental times please indicate times of delivery and set-up _____

Name of group to appear on park reservation sign _____

Special Consideration: The undersigned certifies that he or she has received and is familiar with the rules, regulations and responsibilities as a renter of City facilities, parks and equipment, and that the same will be enforced and honored by the renter or representative of the renting organization. the undersigned further certifies that he or she is legally authorized representative of the renting organization, and has the legal authority to submit this application and to enter binding contracts on behalf of the group or renting organization. The undersigned certifies that the information furnished in this application is true and correct to the best of the undersigned's knowledge and information. The undersigned acknowledges that issuance of a permit for rental of parks and facilities and recreational equipment is contingent upon approval of this application by the Director or Designee of the Department of Recreation, Parks and Cultural Activities, and that receipt of deposit or payment in full is required, if applicable.

Signature of Applicant _____

FOR OFFICE USE ONLY

Minimum fees based on application Resident Non-resident

Type of organization: A B C

Fees Charged for:	Day Rate	Hourly	# of Hours	Total Cost
Park Area				
Mobile Stage				
Other/ABC				
Staff Fee				
Application Fee				
Total Amount Due				

Payment of fees for parks is due no later than 30 days prior to reservation date. A \$50 non-refundable application fee is due at time of submission.

Checks are to be made payable to "City of Alexandria" and sent to the ARPCA/Special Events, 1108 Jefferson Street, Alexandria, VA 22314.

Amount owed \$ _____

Amount paid \$ _____

Date _____

cash money order check # _____

Balance due \$ _____

Date _____

cash money order check # _____

Equipment and park site listed above have been reserved. Should you have a problem on the day of reservation please call this emergency number _____ . Name _____

Approved Not approved Reason: _____

Program Supervisor _____ Date: _____