

Event Rental Application

Terms of Rental

- **Eligibility.** City parks and facilities may not be used for profit-making activities with the exception of fund-raising events for non-profit organizations.
- **Pavilion Use Fee.** \$75. Fee includes pavilion, parking and maintenance costs. Payment must be made in advance at City Hall or mailed to PO Box 14, Charles Town, WV 25414.
- **Pool Use Fee.** \$200 for up to 50 people for 2 hours. \$225 for over 50 people for 2 hours. Fee includes pool reservation and lifeguards. Payment is made at the time of the event.
- **Application Review.** Event applications will be reviewed by the City of Charles Town Staff.
- **Cancellation.** Applicants will receive a refund when notice of a cancellation is given to the City at least 2 weeks in advance.
- **Facility Maintenance.** Applicants are responsible for leaving the park/pool as they found it. This includes removing belongings and putting all trash in the receptacles provided.
- **Insurance.** The City of Charles Town may require proof of insurance for events at their discretion.
- **Hold Harmless.** The applicant shall defend, indemnify and hold the City, its officers, officials, employees and volunteers harmless from any and all claims, injuries, damages, losses or suits including attorney fees, arising out of or in connection with activities or operations performed by the applicant or on the applicant's behalf out of issuance of this permit, except for injuries and damages caused by the sole negligence of the City.
- **Safety.** Events must not present an unreasonable risk to the safety of the public.
- **City Ordinances.** Relevant City Ordinances apply.
- **Local, State, Federal Laws.** All local, state, and federal laws apply.
- **Adjacent Properties.** The event must not impose an unreasonable disturbance on adjacent property owners including, but not limited to: noise, light, and traffic.

Applicant's Name

Requested Facility

Applicant's Phone Number

Requested Date/Time

Applicant's Address

Anticipated Number of People

Purpose of Event

Applicant's Email

By signing, the applicant agrees to abide by the Terms of Rental shown above.

Applicant Signature

Date

FOR CITY STAFF USE ONLY:

DATE RECEIVED: _____

STAFF INITIALS: _____

DATE APPROVED: _____

STAFF INITIALS: _____