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City of Lynchburg  
Parks and Recreation Department  
301 Grove Street  
Lynchburg, VA 24501  
www.LynchburgParksAndRec.com  
(434) 455-5858

**OFFICE USE ONLY**

Permit No. \_\_\_\_\_  
Date Received: \_\_\_\_\_  
Event Date: \_\_\_\_\_  
Receipt No. \_\_\_\_\_

## CALVIN FALWELL FIELD RESERVATION

Name of Applicant: \_\_\_\_\_ Day Time Phone: \_\_\_\_\_

Address: \_\_\_\_\_  
Street City State Zip Code

Date of Rental: \_\_\_\_\_ Hours of Rental: \_\_\_\_\_ to: \_\_\_\_\_

Nature of Event/Rental: \_\_\_\_\_

Estimated Attendance: \_\_\_\_\_ Will Food Be Served?:  Yes  No

Name of Sponsoring Individual, organization or business: \_\_\_\_\_

Address: \_\_\_\_\_  
Street City State Zip Code

Day Time Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Day of the Week:  Monday  Tuesday  Wednesday  Thursday  Friday  Saturday  Sunday

Is This a Private Event?  Yes  No  
Is this Event Open to the General Public?  Yes  No  
Will this event be advertised?  Yes  No IF YES, CHECK BOX PROVIDED  
 Newspaper  Flyers  
 Television  Banners  
 Radio  Other \_\_\_\_\_

Please Describe Your Activity in the Space Provided Below (Attach Additional Sheets as Necessary):

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Copy of Certificate of Insurance (COI) Attached for Activity/Event Sponsor?:  Yes  No

Area	Rental Fee	Non Profit	Private	For Profit	Totals
Entire Stadium	Per Day (8hrs)	\$700	\$1,400	\$2,500	
	Per Hour (2 hr min)	\$140	\$280	\$500	
Picnic Area	Per Day (8hrs)	\$150	\$300	\$500	
	Per Hour (2 hr min)	\$25	\$50	\$100	
Concourse	Per Day (8hrs)	\$150	\$300	\$500	
	Per Hour (2 hr min)	\$25	\$50	\$100	

Subtotal \_\_\_\_\_

**Additional Fees**

Field Lights	\$30 / hour (not applicable for all day rentals)	
PA System	\$20 / hour	
Move in/ Move out days	50% off one day rental	
Programs and Novelties Sale	\$150 vendor fee	
Concessions	Based on availability (April - September)	
Clean Up	\$50 for first 100 participants and \$25 per additional 100 participants (Required with Food or Catering)	
Jumbo Tron	\$40 for first hour, \$20 for each additional hour	
Stadium / Field Damage	Lessee must pay 100% of repair cost	

Total \_\_\_\_\_

**Services maybe performed by lessee with the City's approval; however, if services do not meet City's Standards the lessee will be billed for services.** Initial here \_\_\_\_\_

I, \_\_\_\_\_, have received and read a copy of the Stadium Access Policy and I understand that I will be financially responsible for any damages to the field and/or stadium. Upon approval of this application the undersigned must employ no less than \_\_\_ off-duty Police Officers and \_\_\_ off-duty Fire Marshals. Upon approval, the applicant must obtain general liability insurance coverage in the amount of \$1,000,000.00 naming the City of Lynchburg, its employees, officers and agents as insured parties for the purpose of personal injury, property damage and/or bodily injury. The City of Lynchburg reserves the right to modify, reschedule and or cancel this contract in the best interest of the City of Lynchburg and its agents. This agreement is made subject to the special conditions applicable to the rental of city property hereto attached and made hereof. By signing this application, the signee hereby certifies that he/she has read and understood all conditions and agrees to abide by the aforementioned conditions. Payment is due \_\_\_\_\_. All payments shall be made in the form of cash, check or money order made payable to the City of Lynchburg.

Signature of Applicant: \_\_\_\_\_

Date: \_\_\_\_\_

Signature of City Representative: \_\_\_\_\_

Date: \_\_\_\_\_

Lynchburg Parks & Recreation Division  
 Attention: Special Events Coordinator  
 301 Grove Street  
 Lynchburg, VA 24501