



City of Lynchburg  
 Parks and Recreation Department  
 301 Grove St.  
 Lynchburg, VA 24501  
 www.lynchburgva.gov/parksandrec  
 (434) 455-5858

<b>OFFICE USE ONLY</b>	
Permit No.	_____
Date Received:	_____
Event Date:	_____

## FORT EARLY USE PERMIT

Primary Contact: \_\_\_\_\_ Email: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Cell: \_\_\_\_\_

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

Is another individual, organization, or business sponsoring this activity?  Yes  No  IF YES, THEN COMPLETE INFORMATION BELOW

Name of Sponsoring individual(s), organization(s), or business(es):  
 \_\_\_\_\_

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

Date of proposed Activity/Event: \_\_\_\_\_

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

Hours of Proposed Activity/Event: \_\_\_\_\_ to: \_\_\_\_\_ (Events shall be completed by 11:00 p.m.)

Proposed Use: \_\_\_\_\_ Estimated Attendance: \_\_\_\_\_

Will you require an Alcohol Beverage & Control Permit for your event?  Yes  No  IF YES, PLEASE CONTACT PARKS MANAGER FOR INFORMATION

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 \_\_\_\_\_

**IMPORTANT NOTICE:** ALL ADVERTIZED EVENTS THAT TAKE PLACE ON PARKS & RECREATION MANAGED PROPERTIES MUST CLEARLY DENOTE THE NAME OF THE SPONSORING ORGANIZATION ON ANY AND ALL ADVERTIZEMENTS, AND SUCH ADVERTIZEMENTS SHALL CONFORM TO ALL CITY ORDINANCES/PARK RULES WHERE APPLICABLE (SUCH AS BANNER AND ZONING POLICIES).

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

---

---

---

---

---

---

---

---

**FORT EARLY RENTAL RATES:**

	4 Hours - MIN	8 Hours	*Additional hrs.
Monday-Sunday	\$180	\$300	\$50

**TOTAL RENTAL FEE:** \_\_\_\_\_

Copy of Certificate of Insurance (COI) Attached for Support Services.  IF NECESSARY

Name of Support Service Companies/organizations required to Attach COI (Attach Additional Information as Necessary)

NAME	ADDRESS	PHONE NO.	TYPE OF ORGANIZATION
NAME	ADDRESS	PHONE NO.	TYPE OF ORGANIZATION

**PLEASE READ:**

The person or persons to whom this permit is issued shall be responsible for any and all damage to Park and City property and shall assume the defense of and indemnify and save harmless the City, its employees, and officers from and against any and all claims, liabilities, judgements, costs, causes of action, damages and expenses whether in law or equity or otherwise, and shall pay all attorney's fees, court costs and other costs incurred in defending such claims, which may accrue against, be charged to, be recovered from or sought to be recovered from the City, its employees and officers for reason of damage to property, personal injury or death of any person rising from the applicant's use of the City Park or other City Facilities. The Director, with the concurrence of the City Attorney, may require such public liability insurance as he/she deems to be necessary to protect the interest of the City.

All requests for refunds or changes to approved permits must be received 10 days in advance of the reservation date. A \$10.00 handling fee will be assessed for providing changes or refunds.

**I have read and understand the above statements. My signature below indicates I agree to the terms listed.**

\_\_\_\_\_  
SIGNATURE OF APPLICANT

\_\_\_\_\_  
DATE

**The Lynchburg Parks and Recreation Department complies with the Americans with Disabilities Act for qualified individuals. If reasonable accommodation is needed, please tell us upon registering and at least ten days prior to the event.**

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

=====FOR OFFICE USE ONLY=====

Permit Granted  Permit Denied ✓ IF NO, PLEASE EXPLAIN

---

---

\_\_\_\_\_  
SIGNATURE OF PARKS MANAGER OR REPRESENTATIVE

\_\_\_\_\_  
DATE

**Comments/Conditions:**

---

---

---

---

Amount Received: \$ \_\_\_\_\_

**Mandatory Copies to:**

Facilities Supervisor       Parks Manager       Buildings & Grounds

**Courtesy Copies to:**

Police     Fire Department     Risk Manager     Other \_\_\_\_\_