CENTENNIAL PARK PAVILION
RESERVATION REQUEST

Reserved By Group/Individual (Event Host):_____

Responsible Party: Name: _____

    Address: _____

    City: _____State: _____ Zip: _____

    Phone: Day (____) _____ Mobile (____) _____

    Date Requested: ____/____/____ Time Requested: _____

    Purpose of Request: _____

    No. of People: _____

I/we agree to observe the following **POLICY**:

1. Unless otherwise authorized by Council, this reservation is for the **lower park picnic pavilion only** for a period not to exceed 12 daylight hours. All other park areas remain open to the public.

2. The event must be for community-related, non-profit, or charitable purposes, or other events specifically approved by Council or its designee. **Events and assemblies involving religious services are prohibited.**

3. After the event the area must be left in a clean and undamaged condition. All trash must be placed in the proper receptacles.

4. *VEHICLES MAY NOT BE PARKED IN THE PARK.* **One vehicle at a time may enter the park for 15 minutes for unloading/loading purposes** *ON PAVED AREAS ONLY*, **after which it must be immediately removed.** *Failure to follow this policy may result in the forfeiture of your deposit.* **Initial____**

5. Profanity, fighting and inappropriate behavior are strictly prohibited.

6. Centennial Park hours are from dawn until dusk.

7. All Town ordinances must be followed, including but not limited to no animals, **NO LOUD MUSIC,** or other behavior which disturbs others using the park or nearby residents and businesses.

8. The Town of South Hill will in no way be held liable or responsible for death, personal injury or property damage arising from activity on the Park premises.

9. *A deposit of $100.00 is required to reserve the pavilion. The deposit is refundable if, after inspection of the premises by Town personnel, park facilities are found to have been left clean and undamaged and no vehicles were parked in the park during the event.* **Initial____**

10. Possession and/or serving of alcoholic beverages are permitted only if **ALL** of the following conditions are met:

    a. The Event Host or Responsible Party must obtain and strictly follow all applicable permits, licenses, and approvals, including but not limited to those issued by the Virginia Alcoholic

March 2020

Centennial Park Reservation Request – continued

Beverage Control (ABC) Board, Mecklenburg County Health Department or other administrative or regulatory agencies. The Event Host must provide adequate restroom facilities. One restroom per 100 people is recommended.

b. The Event Host (or Responsible Party) must obtain a $1,000,000 (One Million Dollars) event liability insurance policy naming the Town of South Hill as an additional insured. A copy of the policy must be delivered to the South Hill Town office at least one week prior to the event.

c. A $300 (Three Hundred Dollars) security/clean-up deposit must be paid to the Town of South Hill. The deposit is fully or partially refundable at the sole discretion of the Town depending upon the condition of the park at the conclusion of the event. The deposit may be paid by check which will be returned if, after inspection of the premises by Town personnel, park facilities are found to have been left clean and undamaged.

d. The event must be approved by the South Hill Town Council at least thirty (30) days prior to the date of the event.

11. Reservations are not confirmed until this Reservation Request and deposits have been received in the Town Hall, and if applicable, events have been timely approved by Town Council.

12. Confirmation of reservations shall be the sole responsibility of the Responsible Party, and not that of the Town.

13. The gate and water will be unlocked by 9:00AM with the locks hanging from the gate and the water spigot. Please re-lock both locks at the end of the event.

To unlock the gate or for questions regarding water, restrooms, or electricity please contact Jason Houchins, Parks and Grounds Superintendent, at 434-233-7348.

I understand that failure to abide by this POLICY will result in immediate removal from the park by Town authorities, forfeiture of deposit, and revocation of park privileges.

_____   Deposit Received By: _____
Signature of Responsible Party   Check #: _____   ____/____/____
___/___/___