



CENTENNIAL PARK UPPER FIELD RESERVATION REQUEST

Reserved By Group/Individual (Event Host): _____
Responsible Party: Name: _____
Address: _____
City: _____ State: _____ Zip: _____
Phone: Day (____) _____ Mobile (____) _____
Event Date: ____/____/____ Event Time: _____
Purpose of Request: _____
No. of People: _____

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

1. Unless otherwise authorized by the Town, this reservation is for the Centennial Park **upper field only** for a period not to exceed ten (10) hours. All other park areas remain open to the public during the event. Events must end no later than 10:00PM local prevailing time. **Events and assemblies involving religious and/or worship services are strictly prohibited.**
2. A **security/damage deposit** is required to hold a reservation for the upper field. The deposit is fully or partially refundable at the sole discretion of the Town depending upon the condition of the upper field at the conclusion of the event. Deposits for the use of the upper field are:
 - a. For **events not involving alcoholic beverages or the serving of food prepared on site** the security/damage deposit is **\$100**.
 - b. For events where **alcoholic beverages are sold, provided or allowed to be brought into the venue or where food prepared on site is served** the security/damage deposit is **\$300**. Further, **ALL** of the following conditions must be met:
 - i. 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 Beverage Control (ABC) Board, Mecklenburg County Health Department and/or other administrative or regulatory agencies.
 - ii. The Event Host or Responsible Party must provide event security and adequate restroom/handwashing facilities (one toilet per 100 people is recommended).
 - iii. 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.
 - iv. The event must be approved by the Town at least **twenty (20) days** prior to the date of the event.
3. **Fees** for the use of the upper field are:
 - a. For **non-profit organizations** as defined by federal tax law and regulations the usage fee is **\$100** unless waived by the Town. A copy of your organization's IRS determination letter indicating non-profit status must be included with this reservation request.
 - b. For organizations not meeting the definition of Item 3(a) the usage fee is **\$250**.

Centennial Park Upper Field Reservation Request – continued

4. Except for Town or Chamber sponsored events **NO ADMISSION FEES** may be charged. Prepared food and beverages may be provided or offered for sale as provided in Item 2(b) above.
5. All Town ordinances and/or posted rules and regulations must be followed, including but not limited to no animals, no tobacco products or drug use, no fireworks or pyrotechnic displays, no vehicles in the upper field without Town approval, no inappropriate behavior which disturbs others using the park or nearby residents and businesses.
6. All decorations, props and similar equipment must be pre-approved by the Town and must be removed by the Event Host or Responsible Party at the end of the event.
7. The restrooms must be monitored by a responsible adult at all times throughout the event. **Initial** _____
8. The Town of South Hill will in no way be held liable or responsible for property damage, personal injury or death arising from activity at the upper field.
9. Reservations are not confirmed and approval will not be granted until all deposits and fees are paid in full and copies of insurance certificates and other pertinent documents have been satisfactorily provided to the Town.
10. Confirmation of reservations shall be the sole responsibility of the Event Host or Responsible Party, and not that of the Town.
11. **Are you charging an entry fee, selling tickets, accepting donations or receiving payment of any kind related to this event? Refer to Item 4 above.**

_____ **YES** _____ **NO**

If **YES**, you must complete the “**Event Permit Application.**” Charitable, educational, civic and local government organizations and performing arts and movie venues are exempt from the application fee; however, permits still must be obtained by responsible parties for each event pursuant to Chapter 14 - Amusements and Entertainment of the Code of the Town of South Hill.

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

Signature of Responsible Party
Date: ___/___/___

Deposit Received By: _____
Check #: _____ / ___/___

Usage Fee Received By: _____
Check #: _____ / ___/___

Request Approved By: _____
_____/_____/_____