



TOWN OF ABINGDON

Application for Facility Rental

Application Fee: \$25.00 (fee is non-refundable) Additional fees may apply.

Application for Facility Rental must be submitted a minimum of 30 days prior to the date of the requested rental date to allow proper time to process with Town departments.

Applicant will be notified of approval and invoiced for any additional fees. **All fees must be paid in full within thirty (30) days of rental or application will be voided.**

All damage(s) to Town property and/or equipment shall be billed to the application and paid upon request.

Event Information	Requested Facility	Event Name/Type	
	Beginning Date/Time	Ending Date/Time	
Applicant Information	Name		Phone
	Mailing Address, City, State, Zip Code		
	Organization Name (if any)		Email
Event Details	Anticipated Attendance:		Is this rental in conjunction with an Application for a Special Event? <input type="checkbox"/> YES <input type="checkbox"/> NO
	The questions below will aid the Town in determining what services and safety requirements are necessary to ensure a successful event. Fees will be charged for special considerations requested such as Town-provided services (i.e. Police, Fire, Public Works). Please include specific considerations requested in the narrative or as an attachment.		
	Detailed description of the event/location:		
	Will your event require electricity and/or water hook up, if available? Water? <input type="checkbox"/> YES <input type="checkbox"/> NO Electricity? <input type="checkbox"/> YES <input type="checkbox"/> NO		
	If yes, please provide purpose:		
	Will you be amplifying sound? <input type="checkbox"/> YES <input type="checkbox"/> NO		Will alcohol be included in your event? <input type="checkbox"/> YES <input type="checkbox"/> NO Hours of serving:
	If yes, please complete Sound Amplification Permit.		(Copy of Alcohol Beverage Control license must be provided within 30 days of the event)
	Will structures (e.g. tents) be erected? <input type="checkbox"/> YES <input type="checkbox"/> NO Location:		
If yes, please describe purpose of structure:			
If tents or air-supported structures will be erected, will it be larger than 900 square feet or have an occupant load of more than 50 persons? <input type="checkbox"/> YES <input type="checkbox"/> NO			
Facilities Available For Rental	Rentals are for one hour increments and may require additional fees.		



TOWN OF ABINGDON

Application for Facility Rental

Applicant Signature	<p>Facility Rental Application shall go before the Town Manager for approval and fees paid in full prior to any planning arrangements. Dependent on the activity, a current Certificate of Insurance naming The Town of Abingdon as an additional insured in the amount of \$1,000,000.00 may be required.</p>	
	<p>I, for myself, and on behalf of my heirs, assigns, personal representatives and next of kin, and if applicable on behalf of a minor or person under disability of whom I am parent or guardian, hereby release, indemnify, covenant not to sue and agree to hold harmless release and forever discharge the Town and all other persons, council members, officers, agents, employees, sponsors, advertisers, and if applicable, owners and lessors of premises used to conduct the Activities, of and from any and all claims, demands, damages, actions, causes of action, or suits at law or in equity, of whatsoever kind or nature, for all injuries both to person or property resulting, or to result from the activities.</p>	
	<p>Applicant (Print Name)</p>	<p>Signature of Applicant</p>

Office Use Only	
<p>The facility rental application is <input type="checkbox"/> Approved <input type="checkbox"/> Denied</p>	
<p>_____</p> <p>Signature of Town Manager</p>	<p>_____</p> <p>Date</p>