



# TOWN OF OCCOQUAN

## Facility Use Request Form

To Check Availability: (703) 491-1918 or [info@occoquanva.gov](mailto:info@occoquanva.gov)

Town Hall, 314 Mill Street, M-F, 9 a.m. – 4 p.m.

### 1. FACILITY INFORMATION

Please CHECK ONE facility location.

Facility	Address/Location	Select ONE
Mamie Davis Park (Gazebo)	205 Mill Street/ Intersection of Washington and Mill Streets	<input type="checkbox"/>
Town Hall <sup>1</sup>	314 Mill Street/ Corner of Ellicott and Mill Streets	<input type="checkbox"/>
River Mill Park	458 Mill Street/ West end of Mill Street	<input type="checkbox"/>

<sup>1</sup> Town Hall event permit fees are waived for Town residents, businesses, HOAs and community organizations.

### 2. EVENT INFORMATION

<b>Event Name:</b>	
<b>Event Type:</b>	<b>Est. # of Participants:</b>
<b>Requested Date:</b>	<b>Requested Time:</b> <i>(includes set up/break down)</i> <i>Base fee includes 4 hours, \$50 extra per half hour</i>

<b>Equipment Description:</b>
Please provide information in the space below on the type of equipment that will be used during the event. All equipment must be provided by the applicant. If utilizing a rental company, please provide company information. Set up and cleanup is the responsibility of the user.

### 3. CONTACT INFORMATION

\_\_\_\_\_  
Name (First, Last)

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Street Address State Zip PO Box

(\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_  
Primary Phone Number

(\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_  
Secondary Phone Number

\_\_\_\_\_  
E-Mail Address

**4. HOLD HARMLESS AGREEMENT**

THIS AGREEMENT entered into on \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, by and between \_\_\_\_\_ and the Town of Occoquan (hereinafter "Town"):

WITNESSETH

WHEREAS the Town wishes to make \_\_\_\_\_ available for gatherings, and the Town desires to protect public parks and facilities from damage and to be protected from claims for injuries from those attending such gatherings; and

WHEREAS the individual holding the gathering is willing to assume responsibility for any damages caused to the park and/or facility as a result of the gathering and to indemnify and hold harmless the Town from any claims made by those attending the gatherings;

NOW, THEREFORE, in consideration of the mutual promises and other good consideration, the parties agree as follows:

1. The individual and those attending the gathering, shall and do at all times, sufficiently save, defend, keep harmless and indemnify the Town of Occoquan, its successors and assigns, of and from any and all loss, damage, cost, charge, liability or exposures, including court costs and attorney's fees, arising out of the organization's use of the public park and/or facility.

2. It is understood and agreed between the parties that this agreement is made for the purpose of allowing the individual to make use of \_\_\_\_\_ on \_\_\_\_\_, \_\_\_\_\_, from \_\_\_\_\_ a.m./p.m. to \_\_\_\_\_ a.m./p.m.

WITNESS THE FOLLOWING SIGNATURES:

\_\_\_\_\_  
**Signature** \_\_\_\_\_  
**Date**  
**Print Name:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**TOWN OF OCCOQUAN, VIRGINIA**

**BY:** \_\_\_\_\_  
**Elizabeth A.C. Quist, Mayor**

FOR USE BY TOWN STAFF ONLY			
Requested Date:	Requested Time:	<input type="checkbox"/> Mon-Thurs <input type="checkbox"/> Fri - Sun, Holiday	Requested Facility:
<b>Permit Fee:</b> _____	<b>Mon - Thurs Permit Rates</b>		<b>Fri - Sun, Holiday Permit Rates</b>
<b>Check No.:</b> _____	MDP: <input type="checkbox"/> \$200 (R) <input type="checkbox"/> \$250 (NR)		MDP: <input type="checkbox"/> \$250 (R) <input type="checkbox"/> \$300 (NR)
<b>Cash No.:</b> _____	TH: <input type="checkbox"/> \$200 (R) <input type="checkbox"/> \$250 (NR) <input type="checkbox"/> \$0 (TR)		TH: <input type="checkbox"/> \$250 (R) <input type="checkbox"/> \$300 (NR) <input type="checkbox"/> \$0 (TR)
	RMP: <input type="checkbox"/> \$400 (R) <input type="checkbox"/> \$450 (NR)		RMP: <input type="checkbox"/> \$500 (R) <input type="checkbox"/> \$550 (NR)