



Special Event & Facility Rental
Application

Application Date: _____

Name of the Event to be Held: _____

Event Purpose: _____

Name of the Sponsoring Organization/Individual: _____

Contact Person: _____

Address: _____

Daytime Phone Number: _____

Email Address: _____

Date(s) of Event: _____

Number of Participants/Party Size: _____

Facility: W.O. Riley Park Ruritan Shelter (10 Tables) W.O. Riley Park Rotary Shelter (15 Tables)

W.O. Riley Park Event Space W.O. Riley Park Field Space Fairview Park Field Space

W.O. Riley Park Tennis Courts W.O. Riley Park Basketball Courts Woodstock Pool

Riverview Park Field Space Riverview Boy Scouts Picnic Shelter

Town Right-of-Way (please specify): _____

Other: _____

Times Requested:

Park Shelter: 10:00 am – 3:30 pm 4:00 pm – Dusk All Day

Event Space: 10:00 am – 3:30 pm 4:00 pm – Dusk All Day Other: _____

Pool Party: 7:00 pm – 9:00 pm

Other Event Time: _____

Request Description (please be specific and attach any necessary maps, documents, routes, etc.):

Describe Traffic Control Needs: _____

Describe Structures, Tents, Equipment, Signage to be Utilized: _____

Approval of this application will reserve for the applicant the requested event date/facility providing all requirements outlined in the attached policy highlights/policy are met. If the special event request is approved, the sponsor shall assume full responsibility for compliance with all conditions, fees, and charges and further agrees to pay any costs associated with damages to or loss of Town property, or additional expense to the Town as a result of the event. It is understood that law enforcement may be contacted in the instance of a policy violation.

Applicant's Signature: _____ Date: _____

Amount Paid: _____ Cash: _____ Check: _____ Check No. _____

<i>Administrative Use Only:</i>		
<i>Date Received:</i> _____	<i>Approved</i> _____	<i>Denied/Reason</i> _____

Policy Highlights

- Examples of community events include, but are not necessarily limited to, sports league practices, tournaments, games, and matches, community races/walks and fundraisers, business and family picnics, weddings, pool parties, animal shows, movie nights, etc.
- The Town Manager or his designee will determine approval, depending on a variety of factors listed in the Town's Park Facility Rental & Special Events Policy.
- Requests, completed in full, are approved on a first-come, first-served basis for park shelters, event space, and the pool.
- Requests, completed in full, for fundraising races to occur on Town right-of-way and sports events shall be made greater than 30 days in advance of the event.
- Woodstock Enhancement Committee events take priority over other community events.
- Sponsors of large-scale community events shall provide a Certificate of Insurance per the Town's policy.
- Alcohol is not permitted on Town property, unless provided as a part of a special event hosted by the Town of Woodstock.
- Loud and obnoxious noise or music will not be permitted.
- Yard sales are not permitted.
- The area must be left free of trash, debris, and all personal items. Disposal and cleanup are the sponsor's responsibility.
- Portable restrooms, structures, and signage shall be approved prior to the event and listed on the application or as an attachment thereto. Signage and structures shall not be affixed to Town equipment and the applicant is responsible for damage to Town facilities.
- Rentals are non-refundable/non-transferable.