

SPECIAL ACTIVITY APPLICATION

It is the policy of the Newport News Department of Parks, Recreation & Tourism to accept applications to conduct special activities in City parks and public squares. Requests to conduct activities such as pony rides, distribution of literature, amusement rides, stage use, festival type activities, weddings, walk-a-thons, races, special use of park facilities or any other activity not within general operations of parks shall be submitted on this application for consideration by the Department of Parks and Recreation. Requests for festival-type activities should be submitted at least four (4) weeks prior to the proposed activity date; all others should be submitted at least two (2) weeks prior to the proposed activity date.

(please print)

PARK REQUESTED _____ **EVENT DATE(S)** _____

Specific Location _____ **Event Time** _____ until _____

TYPES OF ACTIVITIES TO BE HELD: ☐ Wedding ☐ Stage Use ☐ Festival

☐ Walk/Run/Race ☐ Meeting/Workshop/Class ☐ Picnic with Special Request

☐ Other (specify) _____

DETAILED EXPLANATION OF ACTIVITY

Schedule of events/activities (Attach additional sheets if necessary.)

Estimated attendance _____ Estimated vehicles _____

Ranger or staff assistance required? ☐ Yes For what purpose? _____
☐ No

Electricity Needed? ☐ Yes For what purpose? _____
(if available) ☐ No

Other special requests _____

PERSON IN CHARGE OF ACTIVITY _____

Organization Name (if applicable) _____

Address _____

Street address

City

State

Zip Code

Telephone: business _____ home _____ fax _____

cell _____ email _____

GENERAL RULES & REGULATIONS

The following are prohibited on Park property unless specifically authorized in writing by the Director of the Department of Parks, Recreation & Tourism: *sale of food, goods or services; collection of money; distribution of literature; posting of signs; use of amplified sound; placement of tents or temporary structures; distribution of helium or water filled balloons; inflatable rides; dogs off leash; operation of motor vehicles on posted trails or fire trails. **Alcoholic beverages are strictly prohibited under State Law.***

FEES: ☐\$100 Wedding ☐\$50 Special Activity Fee ☐\$50 Stage (up to 4 hours)
 ☐\$10 Electricity (if available) ☐\$5 Water (if available)

It is the applicant's responsibility to make campsite or picnic shelter reservations if needed. Campsite and picnic shelter reservation fees apply and shall be in addition to the special activity fees noted above.

HOLD HARMLESS AGREEMENT:

The undersigned hereby releases and discharges the City of Newport News, hereinafter called the City, from any loss or damage to the property of the undersigned while upon the premises by any act or neglect of the City or its employees and further agrees to indemnify and save the City from all claims from injury to persons or damage to property by reasons of the acts of the undersigned and/or the event participants while upon the premises of the City.

I have read and understand the above terms and will abide by them if my request for a special activity permit is granted.

Signature of Applicant _____ **Date** _____

_____ If applicable, please initial here that you have read and understand the Wedding Policy

In the event of a scheduling conflict, requests of the Newport News City residents will have priority over others.

MAIL OR FAX COMPLETED APPLICATION TO:

Newport News Parks Division, 13560 Jefferson Avenue, Newport News, Virginia 23603-1104 or fax to (757) 886-7981. For more information call (757) 886-7912.

FOR PARKS, RECREATION & TOURISM OFFICE USE ONLY

Application received at _____ date _____

Approved as submitted	Approved with restrictions	Disapproved	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Park Event Coordinator _____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Superintendent of Park Operations _____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Asst. Director of Parks, Rec & Tourism _____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Director of Parks, Rec & Tourism _____

COMMENTS / RESTRICTIONS / REASON(S) FOR DISAPPROVAL:

Special Activity Notes:

☐ Reservation(s) confirmed/paid ☐ Special Activity Fees Received \$ _____ ☐ Receipt _____
☐ Restrictions discussed _____ ☐ Ranger assistance _____