

**MOOREFIELD PARK SPECIAL EVENTS CONTRACT**

Beginning January 1, 1990 the policy for Special Events at the Moorefield Town Park has changed to require a Special Events Contract to be filled out and signed by the Special Events Coordinator. This contract will stipulate rules and procedures to be strictly followed. If these rules are not followed, the Moorefield Town Council has the right to reject approval for future use of the Park by that Special Events group. Also, the violation of rules and regulations set by the Moorefield Town Council, as well as any state law and/or municipal ordinance, may be prosecuted and punished as a violation of such. Adult supervision at any event is required.

This contract needs to be submitted to The Town of Moorefield, 206 Winchester Avenue, Moorefield, WV 26836, at least thirty (30) days prior to the scheduled event. There is a \$25.00 (per week) Minimum fee, if no other park facilities are rented.

SPECIAL EVENT (Describe in detail): \_\_\_\_\_

DATE(S) OF SCHEDULED EVENT: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_

NAME AND ADDRESS OF ORGANIZATION: \_\_\_\_\_

AREA(S) OF PARK NEEDED FOR EVENT: \_\_\_\_\_

WILL SHELTERS BE USED?                      Yes    No    If yes, which shelter(s) will be used? \_\_\_\_\_

WILL THE POOL BE USED?                      Yes    No    If yes, you are responsible for scheduling the pool use with the pool manager.

(Continued on back)

IT IS VERY IMPORTANT THAT THE PARK BE LEFT IN AS GOOD CONDITION AS IT WAS WHEN YOU ARRIVED. IT IS THE RESPONSIBILITY OF THE ORGANIZATION TO POLICE THE GROUNDS AND MAKE SURE THEY ARE FREE OF TRASH, LITTER, ETC. ALL LITTER SHOULD BE PLACED IN PARK PROVIDED RECEPTACLES.

INCLUDED IN THIS CONTRACT IS A MAP SHOWING DESIGNATED PARKING AREAS WITHIN THE PARK. THIS PARKING MAP MUST BE STRICTLY FOLLOWED BECAUSE OF UNDERGROUND UTILITY WIRES AND PIPES, TREES, SHRUBS AND GRASS. IF YOUR EVENT IS GOING TO DRAW A CROWD, YOU ARE RESPONSIBLE FOR HIRING SOMEONE TO PARK VEHICLES IN THE DESIGNATED PARKING AREAS.

ALSO, IF YOUR EVENT WILL DRAW A CROWD, YOU ARE RESPONSIBLE FOR COORDINATING WITH THE LOCAL POLICE DEPARTMENT THE EXIT OF TRAFFIC ONTO SPRING AVENUE AT THE TERMINATION OF THE EVENT.

I have read the above contract and the accompanying rules and regulations as set forth by the Moorefield Town Council and understand that I will be held responsible for seeing that these rules are followed during this scheduled special event.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Phone Number (Contact person)

\_\_\_\_\_  
Address (Contact Person)

Date Paid \_\_\_\_\_

Amount Paid \_\_\_\_\_

Receipt # \_\_\_\_\_

Amount Owed \_\_\_\_\_

By \_\_\_\_\_