

Chatham Trail Rental APPLICATION

It is the policy of the Newport News Green Foundation to accept applications to conduct special activities at Chatham Trail. Requests to conduct festival type activities, weddings, walk-a-thons, or races shall be submitted on this application for consideration by the Newport News Green Foundation. Requests for activities should be submitted at least thirty (30) days prior to the proposed activity date with applicable fees.

(please print)

EVENT DATE(S) _____

EVENT START TIME _____ EVENT END TIME _____

TYPES OF ACTIVITIES TO BE HELD:

Wedding Festival Walk/Run/Race Private Event

Concert Other (specify) _____

DETAILED EXPLANATION OF ACTIVITY

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

Estimated attendance: _____

Estimated number of vehicles: _____

Set-Up times: _____ AM/PM - _____ AM/PM

Breakdown: _____ AM/PM - _____ AM/PM

Person Responsible for Event _____

Organization Name (if applicable) _____

Does the organization hold 501(c)(3) non-profit status? Yes _____ No _____

Address _____

City _____ State _____ Zip _____

Phone _____ Cell Phone _____

Email _____

Please indicate whether the following items pertain to your event:

Admission/Participation Charge	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Food/Retail Vending	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Amplified Music/Sound	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Stages/Tents	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Amusements/Rides	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Vehicles/Trailers On-Site	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Electricity Needed	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Security	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Portable Toilets/Waste disposal Containers	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Event Advertising/Signage	<input type="checkbox"/> Yes	<input type="checkbox"/> No

If you answered 'Yes' to any of the previous questions, please proceed to the corresponding section and describe.

ADMISSION/PARTICIPATION CHARGE

How much are the admission/participation charges? _____ day/weekend/event

FOOD AND RETAIL VENDING

(A vendor is someone who is serving, selling, or sampling food, beverages or merchandise)

Food: (Please check all that apply)

___ Served ___ Sold ___ Catered ___ Delivered

___ Prepared Outdoors (gas, electric, charcoal, other)

Type of Food Served: _____

(All food vendors must provide proof of insurance and meet requirements of the Commission of the Revenue, the Health Department and the Fire Marshall.)

Beverage: (Please check all that apply)

___ Wine ___ Beer ___ Liquor ___ Sold ___ Served ___ Non-Alcoholic

--All alcohol vendors must provide proof of insurance and meet the requirements of the Department of Alcoholic Beverage Control.

--All events with alcohol are required to have Newport News Police Officers on site during the event. The number of Officers required will be based upon anticipated attendance. Please contact the Newport News Police Department (MPO Vorboril 757-532-0354) to make arrangements.

AMPLIFIED MUSIC/SOUND

Start Time _____ AM/PM _____ AM/PM

Sound Check Time _____ AM/PM

STAGING/TENTS

How many stages will be set up? _____ Please list their sizes _____

How many tents will be set up? _____ Do you rent or own these tents? _____

If renting, from where? _____

Please list tent sizes: _____

--The City of Newport News Department of Codes Compliance states that any tent/building structure over 900ft² must have a building permit. Please contact the Department of Codes Compliance (Large Building or Tent Structures 757-926-8861) to make the arrangements.

--All applicants using tents and/or staging must have a completed "proposed site plan" map.

AMUSEMENTS/RIDES

Please list the type of amusements/rides planned (to include inflatable devices):

Chatham Trail LLC and the Newport News Green Foundation must all be named as additional insured on all amusement/rides insurance.

ELECTRICITY

Will you be bringing generators for electrical power? _____ Yes _____ No

PORTABLE TOILETS/WASTE DISPOSAL CONTAINERS

You are responsible for your own trash disposal when using the venue. There are no restroom facilities available.

--Rental of ADA compliant portable restrooms are required for all events. No restroom facilities are available.

Please describe your clean-up plan:

Please list your plan for restroom facilities:

EVENT ADVERTISING AND SIGNAGE

Please list your plan for event signage to include proposed locations of signage:

SECURITY AND EMERGENCY MEDICAL PLAN

Security is required if any of the following is planned for your event (please contact the Newport News Police Department):

- alcohol is being served.
- event attendance is expected to be over 250 people
- your event is open to the public

Although not required, it is highly recommended that you provide emergency medical assistance on site for events requiring physical activity and/or large festival events where event attendance is expected to be over 100 people.

Please detail your security and emergency medical plan:

INSURANCE REQUIREMENTS:

A Certificate of Insurance (COI) is required for all events held at Chatham Trail and must be presented to the Foundation at least two (2) weeks prior to the event.

The COI should be for a minimum of \$1M combined single limit and per occurrence. Events with alcohol require a \$3M minimum and events with amusements require a \$10M minimum.

The COI must list the following entities as additionally insured:

Chatham Trail, LLC
P.O. Box 120475
Newport News, VA 23606

Newport News Green Foundation
100 Minton Dr
Newport News, VA 23606

APPLICATION AGREEMENT

The Newport News Green Foundation (NNGF) considers applications on a first come, first serve basis and does not guarantee the approval of any applicant.

By signing below, the applicant acknowledges and agrees to the following:

- NNGF reserves the right to refuse any event should it present an offensive situation/activity that interferes with or endangers guests of and/or the operation of the Foundation or of Chatham Trail.
- Applications must be submitted at least thirty (30) days in advance of a requested day. Upon approval, renters must sign a contract and provide a deposit of \$500. Renters may cancel their event with penalty thirty (30) days prior to the event. The deposit will be forfeited for cancellations made thirty (30) to three (3) days prior to the event. Cancellations made with less than 72 hours notice will require the renter be responsible for the entire rental fee. **Please see attached rental fee schedule.**
- The Board of Directors of the NNGF reserves the right to waive fees on a case by case basis.
- All aspects of the event including setup, delivery, and breakdown schedules must be approved by NNGF.
- The renter is responsible for all clean up and trash removal resulting from their event.
- Rental of Chatham Trail does not grant the renter authority to use NNGF's name or branding to promote or endorse their event. Events wishing to partner with NNGF as a co-sponsor must obtain written permission of the Board of Directors. In cases of co-sponsorships, NNGF must approve all materials using their name or logo in advance of publication.
- The renter is responsible for obtaining a Certificate of Insurance and providing copies to NNGF as described in this application.
- The renter is responsible for obtaining proof of insurance from all acceptable third party vendors and to furnish proof of insurance if requested by NNGF.
- The renter agrees to observe and comply with all laws, rules, and regulations of federal, state, and local governments, including obtaining necessary permits. Additionally, the renter agrees to observe and comply with any rules and regulations of the NNGF and/or posted at Chatham Trail.
- NNGF reserves the right to terminate any entered contract at any time upon violation of any rule, regulation, ordinance and/or condition of permit, including providing false and/or misleading information on this application.

Signature

Printed Name

Date

Fees below represent rental of the entire Chatham Trail property for the duration indicated. This includes free access to the adjacent private parking lot. However, reserved/limited parking must be negotiated separately with the NNGF. A \$500 deposit is due with a signed contract. Balances must be paid in full at least two (2) weeks prior to the event. The Board of Directors of the Newport News Green Foundation reserves the right to waive fees on a case by case basis.

Private Individuals/Corporations:

\$600/ Day

\$150/Additional Days

Nonprofits/Government Organizations:

***Nonprofits must submit proof of their 501(c)3 status with application.*

\$500/Day

\$50/Additional Days

Additional Fees/Conditions:

- Additional fees may be incurred if renter does not adequately clean and/or remove trash from the property following their event. Balances will be due 14 days after notification of fees incurred.
- Renter is responsible for all arrangements for the event. The foundation provides no staff and/or resources other than use of the property for the event.
- Checks should be made payable to the Newport News Green Foundation.