

# SHELTER RENTAL AGREEMENT



Applications and payment must be submitted not less than five (5) business days prior to the date of the proposed rental.

Please complete the application and return to: Luray Town Office, 45 E Main Street, Luray, VA 22835

Fax to: 540-743-1486. Email to: [Events@townofluray.com](mailto:Events@townofluray.com) Shelter questions, call the Luray Town Office: 540-743-5511

**Rental Purpose:** \_\_\_\_\_

**Description of Activity (Weddings, baptisms, large events or outside normal facility use that require music, vendors, inflatables, impact traffic flow and/or parking require special permitting):** \_\_\_\_\_ **Special Event Permit Required:**  (Check if applicable)

**Date of Rental:** \_\_\_\_\_ **Start Time:** \_\_\_\_\_ **End Time:** \_\_\_\_\_ **Organization Name:** \_\_\_\_\_

**Contact Person:** \_\_\_\_\_ **Telephone:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Email Address for Contact Person:** \_\_\_\_\_

**Number of Participants:** \_\_\_\_\_ *Note: Maximum shelter occupancy may not be exceeded.*

Is outdoor wedding ceremony area requested? (Only available with rental of Lion's Shelter) Yes \_\_\_\_\_ No \_\_\_\_\_

Will food be served? Yes  No  Will music be played? Yes  No  \*If yes, cannot be amplified.

Describe plans for garbage and litter cleanup during and after event: \_\_\_\_\_

Max of Two can be reserved (Please Check)	Shelter Information and Fees								
	Location	Name	Max Capacity	Tables	Amenities	Grills	Electricity	Resident	Fees
<input type="checkbox"/>	Lake Arrowhead	Modern Woodman	Large, 100	14	1	4 outlets	\$45	\$65	
<input type="checkbox"/>	Lake Arrowhead	Ruritan	Large, 100	14	1	4 outlets	\$45	\$65	
<input type="checkbox"/>	Lake Arrowhead	Lion's	Large, 100	14	1+Firepit w/grates	4 outlets	\$45	\$65	
<input type="checkbox"/>	Lake Arrowhead	Town of Luray	Medium, 50	5	1	1 outlets	\$40	\$60	
<input type="checkbox"/>	Lake Arrowhead	FFA	Medium, 50	6	1	1 outlets	\$40	\$60	
<input type="checkbox"/>	Lake Arrowhead	Sorority/ Beta Sigma	Small, 30	4	1	2 outlets	\$35	\$55	
<input type="checkbox"/>	Ralph H. Dean Park	Rotary	Large, 75	6	1	2 outlets	\$45	\$65	
<input type="checkbox"/>	Ralph H. Dean Park	Class of '71	Large, 100	6	1	2 outlets	\$45	\$65	
<input type="checkbox"/>	Ruffner Plaza	Stage/ Shade Area	Large, 200	N/A	0	Yes	\$50 (per day)	\$100 (per day)	

\*\*No outside grills allowed; Must use charcoal grills provided, bring your own charcoal \*\*Pop-up Tents/Canopies are NOT allowed.

\*\*Residents are located within Town of Luray limits. Non-Residents are located outside of Town of Luray limits (Page County/Other Areas).

*By signing this document, I acknowledge to abide by all rules and conditions set forth therein (located on back of application).*

No refunds will be issued for cancellations. Date: \_\_\_\_\_ Signature: \_\_\_\_\_

Administrative Use ONLY: Fees due: \$ _____	Fees Waived: \$ _____	Date fees paid: _____
Approval by Clerks Office: _____		

# SHELTER RENTAL AGREEMENT

## *Terms of Agreement*

### **General Rules and Regulations**

The following provisions apply to all uses of Town Property:

- The person(s) signing the Shelter Rental Agreement shall be responsible for any property damage occurring as a result of their activities.
- The Town of Luray is not responsible for the conduct of event guests, participants, or attendees.
- The shelter applicant is responsible for providing any additional chairs, tables, or other facilities needed for their activities. The items must remain within 40' of rented shelter. Popup tents and/or additional canopies are not allowed.
- All personal property must be removed from Town property at the conclusion of the activity. The Town is not responsible for lost, stolen, or damaged property.
- Public display, use, or possession of alcoholic beverages on Town property is strictly prohibited.
- Littering will NOT be tolerated. All trash must be removed and/or placed in trash receptacles at end of event.
- Luray Police Department will be patrolling and monitoring park facilities during events.
- Failure to comply with these terms and conditions as well as those set forth in Town Code Sec. 74-124, et seq will result in revocation of right to use Town property.

### **Outdoor Venue Rules & Regulations**

The following provisions apply to the use of the Town's outdoor venue locations, including Lake Arrowhead, Ralph H. Dean Recreation Park, Ruffner Plaza, Hawksbill Greenway, Park & Ride, Pocket Parks, and Mechanic St. Lot:

- Any event deemed by the Town to prohibit general use of Town park facilities by others will not be permitted.
- Activity setup may begin when park gates open to the public according to park operating hours.
- Common areas cannot be reserved and are open for public use.
- Shelter reservations include a 40' buffer zone around each shelter. Parking lots, horseshoe pits, playground structures, trails, and restrooms are non-exclusive park facilities and are open to the public during normal park operating hours.
- Signs may be used to direct attendees to the appropriate shelter, but may not be attached to trees, park signs, or other structures and must be removed prior to closure of park.
- All decorations must be confined to the rented area, may not result in damage to Town structures, and must be removed promptly after event ends and before park closure.
- Music and noise shall be kept at reasonable levels. Amplified music is not permitted in the picnic and shelter areas at Lake Arrowhead.
- Outdoor venues are open to the public and Park management cannot control public noise levels associated with the use of those facilities.
- Reservation of no more than two (2) shelters will be approved for one event or activity.
- The following are expressly prohibited:
  - Candles and open flames under the shelters.
  - Portable grills, griddles, fryers, and smokers. Crockpots are allowed in shelters.
  - Paint, glitter, confetti, spray streamer, or glue.
  - The release of balloons, birds, insects, or any other wildlife.
  - Camping.
  - Alcoholic beverages and glass bottles.
- Birdseed must be thrown in lieu of confetti, rice, glitter, or balloons.
- Parking is permitted in designated parking areas only. Vehicular access to shelters is not provided. All items must be carried from parking lot to shelter.
- Parking on grass is not permitted except for designated overflow parking areas during special events. The Special Event Applicant, or Permit Holder, or Shelter Rental Applicant is responsible for all damage caused by unauthorized vehicular access and/or parking.
- Shelters are not explicitly handicapped accessible. Access trails from parking lots to shelters will be provided for ease of access but not guaranteed.
- All dogs/pets must remain on a leash at all times.
- Access to water spigots will not be provided.
- If maximum shelter occupancy is exceeded, guests will be asked to leave.

### **Reservation and Cancellation Policy**

- Reservations can be made by calling the Luray Town Office at (540)743-5511.
- Reservations must be paid in full after approval of Shelter Rental Agreement in order to reserve facility.
- Reservation payments are not accepted over the phone or online. Payments can be made in person or by mail.
- **NO REFUNDS** will be issued for cancellations.