



Town of Orange  
Director of Finance Office

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## VETERAN'S PARK SHELTER

### LION'S PAVILLION RESERVATION REQUEST FORM

FEE SCHEDULE: Civic/Non-Profit/Governmental: NO CHARGE Code: \_\_\_\_\_  
In-Town Private/Business: \$ 75.00 Clean Up Fee: Up to \$100  
Out-Of-Town Private/Business: \$ 125.00 (Only Charged If Area Not Left Clean)

Applicant Name(s): \_\_\_\_\_

Organization: \_\_\_\_\_

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

Phone/Cell Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Reservation Date Requested: S M T W Th F S \_\_\_\_\_

Beginning Time Needed: \_\_\_\_\_ ☐ AM ☐ PM Time Ending \_\_\_\_\_ ☐ AM ☐ PM

Number of People Expected to Attend \_\_\_\_\_ Electricity Needed: ☐ Yes ☐ No Lights Needed ☐ Yes ☐ No

General Description of Activities Planned (Both inside and outside): \_\_\_\_\_

The Town of Orange owns and operates Porterfield Park Shelter, for the enjoyment of town citizens and guests. The park is available by reservation only, on a first come/first serve basis. The Town reserves the right to limit the duration of any event and, if necessary, impose special conditions on the use of the park. Any applicant who is granted use of the park assumes responsibility for its proper care and maintenance during the reserved period. The cost of repair for any damages to the park during this period will be paid by the person(s) who reserved it. Noise, including music from the event, may not be so loud to disturb the quiet enjoyment of adjoining property owners. Alcoholic beverages may only be consumed inside the park in compliance with an approved and applicable permit issued by the Virginia Department of Alcoholic Beverage Control. The reservationist and guests or groups using the park for this specific event, agree to hold harmless the Town of Orange, its employees or agents, from any and all claims arising from the use of the park. By signing below, the above named reservationist agrees to these terms and conditions. **VETERAN'S PARK SHELTER is a Tobacco Free Pay Zone!**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Cancellations:** 1) Must be made in person – No phone calls!

2) Deposits will only be refunded for cancellations up to 2 weeks prior to the reservation date.

#### -----OFFICE USE ONLY-----

Scheduled in Outlook: ☐ Yes ☐ No

Fee Posted: ☐ Yes ☐ No

Amount: \_\_\_\_\_

Office & Public Works Emailed: ☐ Yes ☐ No

Entered By: \_\_\_\_\_

Date: \_\_\_\_\_

**"A Main Street Community"**  
&  
**"A Designated Enterprise Zone"**

We are pleased to receive your application for use of the Porterfield Park Shelter. The shelter was requested on the date shown on the reverse of this letter.

In accordance with authority granted by the Town of Orange, I approve your request as presented. You may use this letter as verification of approval. This approval is made solely in response to your request. In no way does the Town assume any liability for the event nor does the Town endorse any particular sponsor of the event. By accepting this approval, the sponsor(s) agree(s) to hold harmless the Town for any cause of action resulting from the event.

We ask that you please ensure that the park and bathrooms are left in the same manner you found them. No vehicles are permitted inside the park except at the big shelter. Also, so that we may better serve you and other users of the Park, we ask that you please notify us in the event you observe any damage to the facilities or any maintenance items deserving our attention. If you should need to reach us after regular business hours please call the Police Department at 672-1491.

Should you have questions in this regard, or if we can be of additional assistance, please do not hesitate to contact us.

Sincerely,

TOWN OF ORANGE

**VETERAN'S PARK SHELTER IS A TOBACCO FREE PLAY ZONE!**

***"A Main Street Community"***  
***&***  
***"A Designated Enterprise Zone"***