

# WILLIAMS WHARF LANDING

## APPLICATION FOR SPECIAL USE COMMUNITY BUILDING FACILITIES

A group of over 16 persons wishing to use the facilities for a special event are required to apply for a Special Use Permit.

Name of Event: \_\_\_\_\_

Date of Event: \_\_\_\_\_ Hours of Event: \_\_\_\_\_

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

### FEES

(Please check all that apply)

<input type="checkbox"/> Community Building.....	\$225.00
<input type="checkbox"/> Conference Room Only (3 hours use).....	\$ 45.00
Each Additional Hour.....	\$ 15.00
<input type="checkbox"/> Security Deposit (required).....	\$100.00
<input type="checkbox"/> On-site Management.....	\$25.00/hour
<input type="checkbox"/> Off-site Parking Lot.....	\$1.00/car
<input type="checkbox"/> Parking Lot Management.....	\$25.00/hour

### PARKING GUIDELINES

- On-site parking is limited to 50 cars. Use of the off-site parking lot is required if over 50 cars are expected.
- The off-site parking lot is available for a maximum of 425 cars and additional fees apply (see above).
- If the off-site parking lot is used, parking lot management is required. The Land Conservancy can provide this service if applicant wishes for an additional fee (see above).
- Parking along Route 614 and/or in front of private residences is prohibited.

### GENERAL INFORMATION

- Community Building fee (\$225.00) covers five hours use of the full community building including the main room, conference room, kitchenette, and bathroom facility.
- Tables and chairs are available for use including 45 padded chairs, five 60" round tables, three 30" x 72" folding tables, one 30" x 96" folding table, one high chair, and two booster seats.
- Kitchenette includes a refrigerator, microwave, sink and coffee machine. All cookware, utensils and serving equipment must be provided by applicant.
- Conference Room Only fee (\$45.00 or more) covers 3 hours use of our conference room including a conference table, 10-15 chairs, and microwave and coffee machine use. Serving equipment must be provided.
- Trash removal and general building cleanup is the responsibility of the applicant. Facilities must be returned to their original state.
- Upon satisfactory inspection of facility, the Security Deposit of \$100.00 will be returned to applicant.
- A portion of the use fee (\$175.00) covers our insurance fee for each event. This insurance fee will be refunded if the event is cancelled 72 hours prior to date of event.
- All fees should be sent with the application prior to approval. In the event that your application is not approved, all fees will be returned.
- Submission of an application does not guarantee approval. Please assure final approval before advertising your event.
- A Special Event Information sheet (attached) must be returned with the application outlining your event in detail.
- All Williams Wharf Landing Rules and Guidelines (sheet attached) must be adhered to at all times.

**Submitted by:** \_\_\_\_\_ **Date:** \_\_\_\_\_ **Total Enclosed:** \_\_\_\_\_

**PLEASE RETURN THIS APPLICATION AND YOUR CHECK MADE PAYABLE TO:**

MATHEWS LAND CONSERVANCY, P. O. BOX 306, MATHEWS, VA 23109 TELEPHONE (804) 725-9685

# WILLIAMS WHARF LANDING

## SPECIAL EVENT INFORMATION

Name of Event: \_\_\_\_\_

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

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

Contact Person: \_\_\_\_\_ Email: \_\_\_\_\_

Date of Event: \_\_\_\_\_ Hours of Event: \_\_\_\_\_ Phone: \_\_\_\_\_

Number of people expected: \_\_\_\_\_ (Use of off-site parking required if over 50 cars)

Music or entertainment (if any): \_\_\_\_\_

We will also need:

- Electric service for \_\_\_\_\_
- Portable Toilet(s): \_\_\_\_\_ we will supply      \_\_\_\_\_ Wharf supplied
- Parking lot management
- On-site management
- Trash disposal dumpster: \_\_\_\_\_ we will supply      \_\_\_\_\_ Wharf supplied

List all commercial vendors you will have at your event: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Other special needs: \_\_\_\_\_

\_\_\_\_\_

Please describe your event in detail: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Submitted by: \_\_\_\_\_ Date: \_\_\_\_\_

Please return this information sheet with your application and check made payable to:  
Mathews Land Conservancy, P. O. Box 306, Mathews, VA 23109      Telephone (804) 725-9685