

WILLIAMS WHARF LANDING

APPLICATION FOR SPECIAL USE COMPLETE 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)

- Complete Facilities including Community Building and Landing site..... \$475.00
- Off-site Parking Lot..... \$1.00/car
- Parking Lot Management..... \$25.00/hour
- On-site Management..... \$25.00/hour
- Portable Toilet(s)..... Assessed per event
- Trash and site cleanup..... Assessed per event
- Additional commercial vendors at your event will be assessed a fee..... Minimum \$50.00
- Security Deposit (required)..... \$100.00

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 includes the main room, conference room, kitchenette, and bathroom facility.
- Tables and chairs are available for use including 45 padded chairs, six 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.
- Outside portable toilets must be placed in the designated area by applicant sufficient for the number of people expected.
- Trash removal and general area cleanup is the responsibility of the applicant. Facilities must be returned to their original state by applicant.
- Upon satisfactory inspection of facility, the Security Deposit of \$100.00 will be returned to applicant.
- A portion of the use fee (\$120.00) 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: _____

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