

# WILLIAMS WHARF LANDING

## APPLICATION FOR SPECIAL USE OUTDOOR EVENTS

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"/> Outside Facilities only.....  | \$250.00           |
| <input type="checkbox"/> Pavilion Only (4 hours use).....  | \$45.00            |
| <input type="checkbox"/> Off-site Parking Lot.....   | \$1.00/car         |
| <br>   |                    |
| <input type="checkbox"/> Parking Lot Management.....   | \$25.00/hour       |
| <br>   |                    |
| <input type="checkbox"/> On-site Management.....   | \$25.00/hour       |
| <input type="checkbox"/> Portable Toilet(s).....   | Assessed per event |
| <input type="checkbox"/> Trash and site cleanup.....   | Assessed per event |
| <br>   |                    |
| <input type="checkbox"/> Additional commercial vendors at your event will be assessed a fee..... | Minimum \$50.00    |

### 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

- Outside portable toilets must be placed in the designated area by applicant sufficient for the number of people expected. In lieu of portable toilets, use of outdoor restrooms adjacent to the Community Building is permitted upon request.
- Trash removal and general area cleanup is the responsibility of the applicant. Facilities must be returned to their original state by 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

*Thank you for choosing Williams Wharf Landing for your event!!*

# 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