

WILLIAMS WHARF LANDING

APPLICATION FOR SPECIAL USE PAVILION & GROUNDS

Groups 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: _____

Date/Hours of Use (include set up/tear down): _____

Contact Person: _____ Telephone: _____

FEES (Please check all that apply)

- | | |
|--|--------------------|
| <input type="checkbox"/> Pavilion & Grounds..... | \$300.00 |
| <input type="checkbox"/> Pavilion & Grounds (4 hours total) | \$125.00 |
| <input type="checkbox"/> Security Deposit..... | \$100.00 |
| <input type="checkbox"/> Off-site Parking Lot..... | \$150.00 |
| <input type="checkbox"/> Extra Day (Set Up/Tear Down)..... | \$100.00 |
|
 | |
| <input type="checkbox"/> Portable Toilet(s)..... | Assessed per event |
| <input type="checkbox"/> Electric Hookup - 50 amp (full day/4 hours)..... | \$50.00/25.00 |
| <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 300 cars and additional fees apply (see above).
- If the off-site parking lot is used, parking lot management is required by applicant.
- **Parking along Route 614 and/or in front of private residences is prohibited.**

GENERAL INFORMATION

- Pavilion & Grounds fee covers all day use of the Riverfront Pavilion and Outdoor facilities at Williams Wharf, including eight 12' picnic tables and electrical service in the pavilion area. 50 amp service is also available for an additional fee.
- Portable toilets must be sufficient for the number of people expected and placed in the designated area. Use of outdoor restrooms adjacent to the Activity Building is permitted.
- Trash removal and general area cleanup is the responsibility of the applicant. Facilities must be returned to their original state.
- Upon satisfactory inspection of facility, the Security Deposit will be returned to applicant. If damages have occurred, the applicant will be responsible for the full extent of damage to the facility and any costs involved with securing these expenses.
- Fees will be returned for cancellations if sufficient notice is given to the MLC.
- 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 ensure 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.
- This facility is open to the public from sunrise to sunset daily and cannot be closed. Thank you for understanding.

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!!