

WILLIAMS WHARF LANDING

APPLICATION FOR SPECIAL USE ACTIVITY BUILDING

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"/> Activity Building..... | \$250.00 |
| <input type="checkbox"/> Security Deposit (required)..... | \$100.00 |
| <input type="checkbox"/> Off-site Parking Lot..... | \$150.00 |

PARKING GUIDELINES

- On-site parking is limited to 50 cars. Use of the off-site parking lot is required if more than 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

- Activity Building fee covers all day use of the building including the main room, kitchenette, and bathroom facility. The conference room is excluded. All areas are handicap accessible.
- Meeting space is available for shorter time periods at a reduced charge.
- Tables and chairs are available for use including 45 padded chairs, five 60" round tables, five 30" x 72" folding tables, one 30" x 96" folding table, one high chair, and two booster seats. These items cannot be placed outside of the building. Two 30" x 72" plastic tables are also available and can be used outside.
- Kitchenette includes a refrigerator, microwave, sink and coffee machine. All cookware, utensils and serving equipment must be provided by applicant.
- Trash removal and general building cleanup is the responsibility of the applicant. Facilities must be returned to their original state. Please do not deface the walls or slide anything across the floors.
- 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.

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**