



# FOXFIRE VILLAGE VILLAGE GREEN PARK Request for Use of Pavilion **NON-RESIDENT**

Group/Contact Name _____	Date _____
Address _____	Phone _____
Date Requested _____	Time Requested _____
# of people expected _____	

Event Type: _____	<b><i>All Special Events must be complete and cleaned up by 9:00 PM</i></b>	
Single Shelter	\$75.00 (three hours)	\$ _____
Double Shelter	\$150.00 (three hours)	\$ _____
Additional Hour	\$25.00	# of hrs at \$25 \$ _____
		Total \$ _____ Chk# _____
<b>Refundable Deposit \$200.00</b>	<b>Total \$ _____ Chk # _____</b>	
Deposit: Destroy __ or Return _____		

***The \$200.00 deposit will be refunded after the event and determined that the facility remained in good condition. This includes trash removal.***  
***Please bring your own trash bags.***

**A Special Event Liability Insurance Policy is REQUIRED** for Park Shelter Rentals only when the Special Events Criteria as defined in Sec. 12-27 of the Foxfire UDO are met and are unlike the customary or usual activities at the location where the event occurs. Standard Pavilion Use below threshold of a Special Event does not require Special Event Insurance Coverage. When Special Event Insurance is required, Foxfire Village must be added as an additional insured. Policy Limits Required - \$1,000,000-\$2,000,000. A copy of the policy must be submitted to the Village prior to the event. Special Event Policies may be obtained through private insurance agents or through **GatherGuard.com (844) 747-6240**

**I have read and understand the Rules for Foxfire Village Green Park on the backside of this Request Form and have initialed the same. *(See Backside of Form)***

Signature of Requester _____	Date _____
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