



FOXFIRE VILLAGE VILLAGE GREEN PARK Request for Use of Pavilion VILLAGE RESIDENT

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

Event Type: _____	All Special Events must be complete and cleaned up by 9:00 PM
Single Shelter \$25.00 (three hours) \$ _____	
Double Shelter \$50.00 (three hours) \$ _____	
Additional Hour \$10.00 # of hrs at \$10 \$ _____	
	Total \$ _____ Chk# _____
Refundable Deposit \$100.00	Total \$ _____ Chk # _____
Deposit: Destroy __ or Return _____	

The \$100.00 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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