



# Moorefield Parks and Recreation

206 Winchester Avenue Moorefield, West Virginia 26836

Phone: 304-530-6142 Park: 304-530-2420 Fax: 304-530-6933

Email: mflparks@hardynet.com

## **SPECIAL EVENTS CONTRACT**

Beginning January 1st 1990 the policy for Special Events at the Moorefield Town Park changed to require a Special Events Contract to be filled out and signed by the Special Events Coordinator. This contract stipulates rules and regulations that are to be strictly followed. If these rules are not followed, the Moorefield Town Council has the right to retain the \$100 security deposit and/or to reject approval for future use of the Moorefield Town Park by said Special Event Group. Also, the violation of any rules and regulations set forth by the Moorefield Town Council, as well as any state law and/or municipal ordinance, may be prosecuted and punished as a violation of such.

Special Event Name: \_\_\_\_\_ Event Date(s): \_\_\_\_\_

Event Details: \_\_\_\_\_

Area(s) Needed: Gazebo, Shelter 1, Shelter 2, Shelter 3, Shelter 3 w/ Kitchen, Shelter 4 / BBQ Pit, Shelter 5, Shelter 6,  
Shelter 5 or 6 w/ Kitchen, Brady Field, Sager Field, Cole Field, Wilson Field, Tennis Courts, Basketball Courts

Event Coordinator: \_\_\_\_\_

Email Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Organization Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

### **Rules and Regulations for ALL Special Events:**

1. **TO BE CONSIDERED FOR APPROVAL, THIS SPECIAL EVENTS CONTRACT AND A COPY OF LIABILITY INSURANCE COVERAGE MUST BE SUBMITTED TO THE MOOREFIELD TOWN COUNCIL AT LEAST 30 DAYS PRIOR TO THE SCHEDULED EVENT.**
2. **NO ALCOHOLIC BEVERAGES.**
3. **NO TOBACCO USE.**
4. **NO VEHICLES ON THE GRASS.** The walking trail may be used to load and/or unload vehicles. Vehicles must be immediately moved to the parking lot once unloaded.
5. **NO LITTERING.** The renter is responsible for the cleanup of all trash from the special event and surrounding areas. All litter should be placed into park receptacles. A damage/cleanup fee may be charged if the park is not left in good condition.
6. **NO FIRES.** Fires are limited to barbeque grills located at each of the shelters and must be completely extinguished before leaving.
7. **NO DJs, bands, movies, moon bounces, inflatables, dunk tanks or petting zoos are permitted without prior approval from the Town Council.**
8. If your event will draw a crowd, you are responsible for coordinating with the local police department the exit of traffic onto Spring Avenue at the end of the event.
9. Adult supervision at any event is required.
10. If any problems should arise, you may contact the Park Director at 304-851-2913.

**I have read the above contract and the accompanying rules and regulations as set forth by the Moorefield Town Park and the Moorefield Town Council and understand that I will be held responsible for seeing that these rules are followed during this scheduled special event.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**THANK YOU FOR CHOOSING THE MOOREFIELD TOWN PARK FOR YOUR SPECIAL EVENT, FUNCTION OR MEETING**

# Moorefield Town Park

## Rental Prices

**Gazebo**  
(measures approximately 28')

Half Day \$25 : 8am – 1pm or 3pm – 8pm

Full Day \$40 : 8am – 8pm

**Shelter 4 / BBQ Pit**  
(measures approximately 21' x 34')

Half Day \$35 : 8am – 1pm or 3pm – 8pm

Full Day \$60 : 8am – 8pm

**Shelter 1**  
(measures approximately 22' x 35')

Half Day \$35 : 8am – 1pm or 3pm – 8pm

Full Day \$60 : 8am – 8pm

**Shelter 5**  
(measures approximately 22' x 35')

Half Day \$35 : 8am – 1pm or 3pm – 8pm

Full Day \$60 : 8am – 8pm

**Shelter 2**  
(measures approximately 22' x 45')

Half Day \$35 : 8am – 1pm or 3pm – 8pm

Full Day \$60 : 8am – 8pm

**Shelter 6**  
(measures approximately 22' x 35')

Half Day \$35 : 8am – 1pm or 3pm – 8pm

Full Day \$60 : 8am – 8pm

**Shelter 3**  
(measures approximately 30' x 60')

Half Day \$35 : 8am – 1pm or 3pm – 8pm

Full Day \$60 : 8am – 8pm

**Shelter 5 or 6 w/ Kitchen**  
(\$100 Security Deposit)

Half Day \$50 : 8am – 1pm or 3pm – 8pm

Full Day \$90 : 8am – 8pm

**Shelter 3 w/ Kitchen**  
(\$100 Security Deposit)

Half Day \$50 : 8am – 1pm or 3pm – 8pm

Full Day \$90 : 8am – 8pm

**Stage Complex**  
(\$100 Security Deposit)

\$30 / hour

\$150 / max charge