



Moorefield Parks and Recreation

206 Winchester Avenue Moorefield, West Virginia 26836
Phone: 304-530-6142 Park: 304-530-2420 Fax: 304-530-6933
Email: mfldparks@hardynet.com

STAGE COMPLEX RENTAL AGREEMENT

Rental fee is \$30.00 per hour with a maximum daily charge of \$150 / In addition a \$100 security deposit is required when renting the stage complex

Organization Name: _____

Address: _____

Phone Number: _____

Contact Person: _____

Email: _____

Phone Number: _____

Type of Event: _____

Event Date: _____

Event Time: The stage complex will be used from _____ : _____ am / pm until _____ : _____ am / pm for a total of _____ hours

This agreement stipulates rules and regulations that are to be strictly followed when renting the stage complex. If these rules are not followed, the Moorefield Town Council has the right to retain the security deposit and/or to reject approval for future use of the park by said organization. Also, the violation of any rules and regulations set forth by the Moorefield Town Park, as well as any state law and/or municipal ordinance, may be prosecuted and punished as a violation of such.

Rules and Regulations for ALL Stage Complex Reservations:

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 stage complex 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. 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