



# Taylor Pavilion Application for Use

Through a management agreement with Taylor Master Tenant, LLC, the City of Winchester has made the Taylor Pavilion (the space immediately behind the Taylor Hotel) available to rent for special events. To reserve the space, this application must be submitted to the Booking Agent for the Taylor Pavilion for review. The information requested on the application form will be used to determine your eligibility to hold an event in this location. **The event will not be considered for approval until the entire application and all parts are received.** Applications are due to the Booking Agent (33 E. Boscawen Street, Suite 100, Winchester, VA 22601) no later than 20 days prior to the special event. Submission of the application is no guarantee of approval. All applicants will be notified when approved or denied.

Note: This application is for use of the Taylor Pavilion area only. To hold a special event in other areas, including the Loudoun Walking Mall, you must complete the City of Winchester Special Events Application.

**PLEASE TYPE OR PRINT CLEARLY.**

Event Name: \_\_\_\_\_ Event Type: \_\_\_\_\_

Event Date Requested: \_\_\_\_\_ Time: \_\_\_\_\_ to \_\_\_\_\_  
(Minimum 2 hours, including set-up & clean-up)

Alternate Date: \_\_\_\_\_ Time: \_\_\_\_\_ to \_\_\_\_\_  
(Minimum 2 hours, including set-up & clean-up)

Base Rental Fee: \_\_\_\_\_  
(\$100 x total # of hours)

*All checks payable to City of Winchester. The rental fee for use of the area is \$100 per hour. No added amenities or services are included. Base Rental Fee is due at the time of application submission.*

Contact: \_\_\_\_\_  
(Name) (Home Phone) (Cell Phone)

\_\_\_\_\_  
(Business/Organization) (E-mail Address)

\_\_\_\_\_  
(Address) (State, Zip)

Additional Contact: \_\_\_\_\_  
(Name) (Home Phone) (Cell Phone)

\_\_\_\_\_  
(Business/Organization) (E-mail Address)

\_\_\_\_\_  
(Address) (State, Zip)

**COMPLETE THE FOLLOWING QUESTIONS. PLEASE PROVIDE ADDITIONAL INFORMATION AS NEEDED.**

<b>1. Event Description</b>			
<b>2. Name of insurance company providing <u>Certificate of Insurance</u> and <u>Endorsement Page</u> for the event:</b>			
<i>Note: City of Winchester shall receive a certificate and endorsement page of a GL policy in the amount of one million dollars listing the City of Winchester and Taylor Master Tenant, LLC as additionally insured. The endorsements must be issued by the insurance company. A notation on the certificate of insurance is not sufficient. Attach required documents to the application at time of submission.</i>			
<b>3. Will you need electricity?</b>	Yes	No	
If yes, for what purpose?			
<b>4. Will amplification equipment be used?</b>	Yes	No	
<i>NOTE: All events must comply with the City of Winchester's noise ordinance (Chapter 17).</i>			
<b>5. Will you bring the following?</b> <i>IF YES, complete information below and attach a diagram of item locations.</i>			
<b>Tents*</b> - Qty:	Size(s):	<b>Tables</b> - Qty:	Size(s):
			<b>Chairs</b> - Qty:
<b>Signs/Banners**</b> - Size(s):	Location:		
No items may interfere with the sprinkler system.			
<b>6. Portable restrooms requirements.</b>			
The estimated # of people expected to attend the event will determine the # of portable restrooms needed.		$\div 100 =$	
<i>If using portable restrooms, 60 day notice required.</i>	# of people	# of restrooms	<i>NOTE: Health Dept. requires one portable restroom and one hand washing station per 100 people (include at least one handicap accessible portable restroom in total).</i>
<i>NOTE: Restrooms in adjacent commercial space are not available for pavilion use.</i>			
<b>7. Will alcohol be served?</b> <i>IF YES, 60 day notice required</i>	Yes	No	Event must obtain a VA ABC permit; comply with state code and 16-32; and 14-150 of the City Ordinance.
<i>If yes, all state and local ordinances must be followed.</i>			
<i>NOTE: A copy of the ABC permit must be presented.</i>			

**SUBMIT TO:** Booking Agent for the Taylor Pavilion, 33 E. Boscawen Street, Suite 100, Winchester, VA 22601

**NOTE:** Your application will be reviewed by City of Winchester. Additional information may be required before granting approval for the event.

FOR OFFICE USE ONLY	
<b>Date Application Received:</b>	<b>Date Applicant Notified of Status:</b>
<b>Date Approved/Denied:</b>	<b>Rental Fee in the amount of _____ received _____ (attach copy of check to application)</b>

# TAYLOR PAVILION TERMS OF USE

Listed below are the Terms of Use for renting the Taylor Pavilion. By initialing and signing below, renter agrees to abide by all stipulations.

## FEES

1. The base rental fee for use of the Taylor Pavilion areas is \$100 per hour.
2. All fees are payable by check to City of Winchester.

## INSURANCE

1. The renter is required to provide City of Winchester with a Certificate of Insurance and Endorsement Page of a GL policy in the amount of one million dollars listing the City of Winchester and Taylor Master Tenant, LLC as additionally insured. The endorsements must be issued by the insurance company. A notation on the certificate of insurance is not sufficient.

## SERVICES

1. No services or amenities are included in this rental agreement.
2. There are no restroom facilities on site. Portable restrooms may be set-up at the site with prior permission.
3. It is the responsibility of the renter to bring tables, chairs, tents, etc. should they be needed.
4. Access to electricity may be available up request.
5. There are NO preferred caterers of the space. It is the responsibility of the renter to contact caterers if needed.
6. If serving food or selling items, follow all Health Department requirements and local permitting and business licensing requirements.
7. The space lies adjacent to a public walkway and businesses. Ambient noise and bystanders from the public are to be expected. If privacy fencing is desired, it must be provided by the renter and approved by the City of Winchester.

## SET-UP/CLEAN-UP

1. Tents must be adequately weighted down. Stakes and the like are not permitted as they may damage the underground sprinkler system.
2. Signs/Banners/Decorations cannot be nailed or stapled into the structure. String or removable tape may be used to temporarily hang items.
3. Stakes/Poles/Signs and the like cannot be placed in the ground as they may damage the underground sprinkler system.
4. It is the responsibility of the renter to collect and remove all trash from the area.
5. It is the responsibility of the renter to ensure that surfaces are protected against grease spills, food residue, etc.
6. Access to adjoining businesses and residences cannot be obstructed.
7. The public walkway between Indian Alley and Loudoun Street must remain clear at all times.

## DAMAGES

1. It is the responsibility of the renter to reimburse City of Winchester for all excessive damage including substantial damage to landscaping or structure, food residue or grease left behind after the event, damage on walls from sign placement or any other damage deemed excessive by City of Winchester.

**I have read the above statements and understand my responsibilities and rights.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# HOLD HARMLESS AGREEMENT

The below Hold Harmless Agreement must be completed, signed, and submitted with the event application in order for the event to be considered for approval.

All permits and/or applications are conditional upon proper insurance, or other City and state agency requirements. Approved permits will be revoked prior to the event if conditions are not met.

I have read the above statements and the below agreement and understand my responsibilities and rights.

\_\_\_\_\_ (Initial)

\_\_\_\_\_ (Legal name of business/organizer, exactly as it appears on Certificate of Insurance.), shall be responsible for the actions of their visitors and defend and hold harmless Taylor Master Tenant, LLC and the City of Winchester, its officers, employees, agents, and representatives thereof, harmless from all suits, actions, claims of any kind, including attorney's fees, brought on account of any personal injuries, damages, or violation of rights sustained by any person or property in consequence of any neglect on behalf of \_\_\_\_\_

(Legal name of business/organizer), while their personal property is situated on City property.

\_\_\_\_\_ (Legal name of business/organizer) shall further hold Taylor Master Tenant, LLC and the City of Winchester harmless from any claims or amounts arising from violation of any law, bylaw, ordinance, regulation or decree.

Legal name of business/organizer (as it appears above): \_\_\_\_\_

By (Signature): \_\_\_\_\_

Name (Printed): \_\_\_\_\_

Title: \_\_\_\_\_

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

Signature: \_\_\_\_\_ Date: \_\_\_\_\_