

# TOWN OF LEWISVILLE FACILITIES RENTAL/USE APPLICATION

**(LARGE EVENT Open to the Public)**

**Shallowford Square Pavilion**

**The square closes at 10 p.m. unless otherwise approved in advance**

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**Fees must be paid at the time of application. You must be 21 years old to rent a town facility.  
A \$200 cleaning deposit is required at the time of application.**

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Name of Organization:(Please print)\_\_\_\_\_

Name:\_\_\_\_\_Responsible Designee\_\_\_\_\_

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

Phone : (DAY)\_\_\_\_\_ Evening\_\_\_\_\_ Cell\_\_\_\_\_

E-mail: \_\_\_\_\_

Type event\_\_\_\_\_Number of attendees\_\_\_\_\_

Event date\_\_\_\_\_Hours \_\_\_\_\_

Include set up and clean up

Resident\_\_\_\_\_ Non-resident \_\_\_\_\_ Nonprofit\_\_\_\_\_

Commercial/Business\_\_\_\_\_ Lewisville \_\_\_\_\_ Non-L'ville\_\_\_\_\_ (ONLY 5 rentals per year)

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## FEES:

Rental Fee\_\_\_\_\_ Surcharge \_\_\_\_\_ Cleaning Deposit \_\_\_\_\_ TOTAL \_\_\_\_\_

CHECK No.\_\_\_\_\_ RECEIPT No.\_\_\_\_\_ FEES WAIVED\_\_\_\_\_

All renters must pay a cleaning deposit of \$200. **This check will be deposited.** If the facility is left clean and undamaged, the full deposit will be refunded after the event and after the cleaning checklist has been turned in. A \$25 fee will be charged for any returned checks. A cleaning checklist is provided with this application and must be returned to the town immediately following the event. **Checklist must be turned in no later than 30 days after the event or no refund will be made. Drop off is in the mailbox behind the Town Hall.**

## Cancellation Policy For Rental Fees :

A Cancellation Authorization Form (see attached) must be completed and returned to Town Hall 30 days prior to event for a **full refund.**

If the cancellation form is turned in 15 days to 29 days prior to the event, **only 50 percent** of the rental fee will be returned. (non-residents users will forfeit surcharge)

If the cancellation form is turned in 14 days or less prior to the event, **all rental fees will be forfeited.**

I, the undersigned, for myself and any person associated with the event, do hereby release, hold harmless and agree to indemnify the Town of Lewisville, its agents and employees, from any and all liability caused by negligence or other culpable conduct on the part of me or any member of my group or any employees. independent contractors or any other party involved in the event during my use of the Shallowford Square Pavilion and insure that I/we will faithfully comply with the terms of this application. I also verify I have been provided a copy of the Rules for Use of Town Rental Facilities. This information constitutes a public record and is available to the public as stated in G.S. 132-1 Public Records Law.

Prior to signing - See Enforcement of Violations printed below:

**ENFORCEMENT OF VIOLATIONS:** Violation of the Rules for Use of Town Rental Facilities or abuse of property can result in expulsion with denial of future use and reservation privileges and assessments of cost to clean and/or repair damages. Rules and regulations are subject to the interpretation of and enforcement by designated Town Officials and/or the Forsyth County Sheriff's Office. Appeals may be brought before the Lewisville Parks, Recreation and Cultural Development Board. Appeals will be accepted up to 30 days following notification that cleaning deposit will not be refunded, and they must be submitted in writing to the Town Clerk. The appeal will be scheduled for the next available PRCDB meeting.

**THE TOWN OF LEWISVILLE RESERVES THE RIGHT TO TURN DOWN AN APPLICATION DUE TO PUBLIC SAFETY CONCERNS OR FOR ANY OTHER LAWFUL REASON.**

**I have read the rules, understand the deposit, violations and cleaning checklist requirements.**

SIGNED: \_\_\_\_\_ DATE \_\_\_\_\_

Staff Approval \_\_\_\_\_ Date \_\_\_\_\_

**SECTION A**

For open-to-the-public events and large events ONLY  
A large event is defined as having more than 300 attendees.

Shallowford Square is the only facility that may be used for large & public events.

Large and public event applications must be submitted 60 DAYS prior to the event to allow for permitting.

- 1. If this event is open to the public and/or will have attendance of more than 300, the renter/user must have \$1,000,000 of liability insurance showing town as an additional insured, and a copy must be provided 30 days prior to the event. Insurance Forms Provided \_\_\_\_\_(Date)\_\_\_\_\_
- 2. If food will be sold, renter/user must provide a list of all food vendors that will require a Health Department permit 30 days in advance of the event. A copy of the Health Department's Event Organizer Application will suffice. Copy of Food Vendor List: \_\_\_\_\_ Date \_\_\_\_\_
- 3. A list of all vendors who will be participating in an event and the type of activities must be provided to the Town 30 days prior to the event.
- 4. Expected crowd size may also require renter/user to arrange for portable toilets. Number of units is based on number of attendees expected. No. of Portable Toilets Rented \_\_\_\_\_(Date)
- 5. A site plan is required. A diagram of the square is provided. Please mark the location of all physical structures 30 days prior to the event. Site Plan Provided \_\_\_\_\_(Date)
- 6. Events with crowds in excess of 2,000 require medical standby to be arranged with the Fire Department. Events requiring the closing of streets also require notification of the Fire Department. Fire Dept. Approval \_\_\_\_\_(Date)

Public and large events operate under special rules and requirements.  
See pages 4 & 5.

Large or public event approval  
(Per Section A and completion of Page 5)

To be signed after all permits and approvals have been obtained.

Signature of Town Manager or Approved Designee ONLY

\_\_\_\_\_

Special conditions: \_\_\_\_\_

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

## **TOWN OF LEWISVILLE**

### **Open To The Public & Large Event Rules**

#### **(Per Section A of the Application)**

These rules apply to those events at which the renter/user expects a crowd in excess of 300, and/or is open to the public.

1. Renter/user must have \$1,000,000 liability insurance. A copy of the certificate of insurance showing the Town to be an additional insured must be provided to Town Hall **30 days in advance** of the event.
2. A site plan detailing where all physical structures (vending, etc) are to be located must be provided.
3. At least two deputies are required. The need for additional officers is based on the total expected attendance. Off-duty deputies are hired through the Lewisville's Community Policing Office. The officers are paid on a per hour basis (SEE FEE SCHEDULE) with a minimum of 4 hours, and payment is required **30 days in advance**. Additional deputies may be required at the Town Manager's discretion. Those fees are based on Sheriff's Office criteria. Full refund of payment will be made if the event is cancelled **48 hours in advance**. **ALCOHOL IS NOT ALLOWED TO BE CONSUMED, SERVED OR SOLD AT THESE EVENTS.**
4. If food is to be sold, the event renter/user must obtain the proper Forsyth County Health Department Permits (703-3225). The Department requires these permits be obtained 30 days prior to the event. A list of the vendors who will need to obtain Health Department permits must be provided to Town Hall **30 days in advance** of the event.
5. Portable toilet units are required for events with attendance of 300 or more and which continue for more than three hours. The exact number will depend on expected attendance and the length of the event. The exact number is set by the Town Manager.
6. Large and/or public events may require street closings. If this is necessary and approved by the Town Manager, the Fire Department must be notified.
7. Crowds in excess of 2,000 require medical stand-by, which is obtained by contacting the Lewisville Fire Department (945-5983). This also requires a site plan, outlining when and where activities will be staged, parking, vendor location and any other information deemed necessary by the Fire Department.
8. Events must end at 10 pm. unless approval for a later time has been given by the Town Manager. Please be mindful that the square is bordered by residential property and noise levels should be managed. The Town Manager/and or deputies will have some discretion in determining what constitutes excessive noise. Event organizers may be asked to turn down the sound and noncompliance may result in loss of power.
9. The renter/user is responsible for all clean up and repair of the facility after use. This includes sweeping the pavilion, picking up trash throughout the vicinity, removal of all equipment used for the event, and emptying trash cans. The checklist for cleanup of rental facilities must be completed and returned. Failure to do so will result in loss of cleaning deposit, and if no deposit is required, cleaning and repair fees will be assessed and future rentals will be denied until fees are paid. A dumpster is located behind Town Hall Annex at 6550 Shallowford Road.
10. **While town approved non-profits (exempted organizations) are not charged for using town facilities, a Cancellation Authorization Form must be turned in at Town Hall at least 72 hours in advance so that the facility may be available to other users.**

# LARGE AND/OR PUBLIC EVENT APPROVALS FORM

(Per Section A of the Application)

This form must be signed by all permit providers and returned to Town Hall

EVENT: \_\_\_\_\_ Date \_\_\_\_\_

RENTER/USER \_\_\_\_\_ Phone: \_\_\_\_\_

I give notice that \_\_\_\_\_ (No. ) deputies will be needed and that arrangements have been agreed upon.

Signature of Sheriff's Office Official: \_\_\_\_\_ Date \_\_\_\_\_

Signature of Finance Officer: \_\_\_\_\_ Paid \_\_\_\_\_

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I give notice that I have received a list of all of the vendors who will need Health Department Permits for the event.

Town Official: \_\_\_\_\_ Date: \_\_\_\_\_

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I give notice that we have determined the need for street closings and/or medical standby. This event will require the closing of of the following streets:

between the hours of \_\_\_\_\_ and \_\_\_\_\_.

Medical Standby WILL BE WILL NOT BE (Please circle one)

Signature of Fire Official: \_\_\_\_\_ Date \_\_\_\_\_

Print name and title: \_\_\_\_\_ Ph. \_\_\_\_

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I give notice that \_\_\_\_\_ (No.) portable toilets will be needed.

Signature of Vendor: \_\_\_\_\_ Date \_\_\_\_\_

Print Name and Title: \_\_\_\_\_ Ph. \_\_\_\_\_

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A site plan has been provided. \_\_\_\_\_ (Date)

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

Town Manager or  
Official designee

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

# Town of Lewisville Facilities Cleaning Checklist For Large Event

Print: Name \_\_\_\_\_ Phone no. \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_

(where refund check is to be mailed)

1. Concrete must be clean. Pavilion users must provide their own brooms and cleaning supplies. \_\_\_\_\_
2. Tables/benches must be wiped off and left clean. \_\_\_\_\_
3. **ALL** trash cans in the square are to be emptied at the end of the event. Bags may be taken to the dumpster at the rear of the Town Hall Annex at 6550 Shallowford Road. The large trash can liners must be replaced so renter **must** provide their own. \_\_\_\_\_
4. Any decorations used for the event must be taken down and removed from the premises. DO NOT USE TAPE! All plastic ties used to hang decorations must be removed. \_\_\_\_\_
5. If the restrooms at the square are used by your group, please make sure paper supplies and trash are not left all over the floor. Note any problems there you might find as well. You may report problems by calling 399-7373 or 934-0849 \_\_\_\_\_
6. If grills are used at the square, ashes must be doused and removed from premises. DO NOT PLACE IN TRASH CANS. \_\_\_\_\_
7. All lights must be turned off at the end of the event. \_\_\_\_\_

COMMENTS: \_\_\_\_\_

**IF YOU FIND THE FACILITY UNCLEAN WHEN YOU ARRIVE FOR YOUR EVENT, PLEASE CALL IMMEDIATELY. FAILURE TO DO SO MEANS YOU OR YOUR ORGANIZATION WILL BE CHARGED FOR CLEANUP AND/OR REPAIRS. Ph. 399-7373 or 902-3114.**

\*\*THIS FORM MUST BE TURNED IN WITHIN 30 DAYS OF THE EVENT OR NO REFUND WILL BE MADE. DROP OFF IS IN THE MAILBOX BEHND TOWN HALL.

SIGNATURE OF RENTER/USERS: \_\_\_\_\_

I understand that by signing I am confirming that all items on the checklist have been attended to and the facility is clean, in good repair and ready for the next user. If not, I will forfeit my deposit, and if no deposit was required, that my organization will be billed \$200 or my rental privileges will be suspended.

## RULES FOR USE OF TOWN OF LEWISVILLE RENTAL FACILITIES

**A renter is defined as a person or organization paying for rental of a town facility. User is defined as one of the organizations listed on the Town's Official Exemption List that does not have to pay the rental fee.**

1. The possession or sale of controlled substances is strictly forbidden and consumption of all alcohol beverages is strictly prohibited.
2. The person signing the application or an authorized designee over 21 years of age as listed on the application must be in attendance throughout the event.
3. Parents and supervising adults are responsible for the activities and safety of the children attending the event. The Town of Lewisville assumes no supervisory responsibility.
4. Offensive behavior or excessive noise that is a nuisance to others or surrounding neighbors is prohibited. This includes amplified music, which is allowed only when approved by the Town. Shallowford Square closes at 10 p.m. and the music must end at that time unless the renter has made other arrangements with the Town.
5. No vendors are allowed unless authorized by the town. Large event or open-to-the-public renters or users are allowed to have vendors **IF** they provide a list of those vendors and pending approval of the vendor by the town and/or health department.
6. Renters/users may not charge an admission fee for an event held on town property.
7. Non-profits hired by the town to host a town-sponsored event **may not solicit donations** for their own organization or for any reason before, during and after that event on town property.
8. Fires and pyrotechnics are prohibited.
9. Skateboards, bicycles, scooters, roller blades and other wheeled recreational devices are not allowed inside the square.
10. Metal detectors and motorized hobby equipment are not allowed at Shallowford Square.
11. If grills are to be used at Shallowford Square, they must **NOT** be under the Pavilion.
12. Decorating the pavilion is allowed as long as no tape or any other substance that will remove paint or harm the columns. For example, balloons must be tied and not taped. Plastic ties are encouraged for use in decorating.
13. Weighted tents no larger than 20x30 may be erected in the square in areas designated by Town officials for non town-sponsored events. Using tent stakes to anchor these tents is prohibited due to potential damage to electrical conduit or the irrigation system.
14. Camping at town parks is not allowed unless authorized by the Town in association with a particular event. Permission must be obtained prior to the event.
15. Vehicles, trailers and campers are restricted to the parking lots and roadways unless authorized by the Town for a particular event. An example would be a vending trailer in association with an event sponsored by the Town or a nonprofit, or a vehicle unloading heavy equipment for use at the pavilions.
16. All renters are **REQUIRED** to pay a \$200 cleaning deposit at the time of rental. Renters and users are responsible for disposing of all trash and recyclables after an event. Trash bags should be used and then disposed of properly in the dumpster behind the Town Hall Annex. **\*\*\*Violation of facility rental rules or abuse of property by a renter or user can result in expulsion with denial of future use and reservation privileges and assessments of costs to clean or repair damages. Rules and regulations are subject to the interpretation of and enforcement by designated Town Officials and/or the Forsyth County Sheriff's Office. (If a renter/user arrives at a facility and finds unclean, the renter is responsible for reporting this to Town Staff at that time. Otherwise, that rental may be charged for anything left**

out of place, damaged or unclean. The numbers to call are 399-7373 or 902-3114.)

- 17. Pets are NOT allowed in Shallowford Square, with the exception of service animals.
- 18. No flyers or other promotional materials may be distributed on any town property.
- 19. Shallowford Square renters/uses must understand that rental of the facility includes only the pavilion. Other people may be using other parts of the park at the same time. Be aware that there may be noise for which the town is not responsible. Please be courteous. Renters/users may use the benches and tables in and around the pavilions.
- 20. Non-profit groups planning events at the Square may have one banner erected on town light poles 14 days in advance of an event. Having the banners made, printed or altered is the non-profit's responsibility. Town staff must place the banners on the poles and removing no later than 3 days following the event. (See Town Code 38.1)
- 21. Renters/users are expected to be aware of and to obey all other appropriate and applicable laws concerning public conduct and safety during their use of a town rental facility.
- 22. Shallowford Square is closed to ALL organized events during a town-sponsored event.
- 23. For non-town-sponsored events, Town equipment is not available for use.
- 24. If the event is expected to have attendance in excess of 300, there may be requirements for some or all of the following (per Section A of the Application).
  - A. Health Department Permits
  - B. Fire Department Approval for Road Closures
  - C. Law Enforcement (number based on Sheriff Dept. criteria)
  - D. Portable Toilets (number based on crowd size)

**I have read the rules and understand that:**

FAILURE TO COMPLY WITH THESE RULES MAY RESULT IN EXPULSION WITH DENIAL OF FUTURE USE AND RESERVATION PRIVILEGES, AND DAMAGING OR LEAVING THE FACILITY UNCLEAN WILL RESULT IN THE LOSS OF ALL OF THE CLEANING DEPOSIT. RULES AND REGULATIONS ARE SUBJECT TO THE INTERPRETATION OF AND ENFORCEMENT BY DESIGNATED TOWN OFFICIALS AND/OR THE FORSYTH COUNTY SHERIFF'S DEPARTMENT. APPEALS MAY BE BROUGHT BEFORE THE LEWISVILLE PARKS, RECREATION AND CULTURAL DEVELOPMENT BOARD. APPEALS WILL BE ACCEPTED UP TO 30 DAYS FOLLOWING NOTIFICATION THAT THE CLEANING DEPOSIT WILL NOT BE REFUNDED, AND MUST BE SUBMITTED IN WRITING TO THE TOWN CLERK. THE APPEAL WILL BE SCHEDULED FOR THE NEXT AVAILABLE PRADB MEETING.

SIGNATURE OF RENTER \_\_\_\_\_ DATE \_\_\_\_\_

ORGANIZATION (IF APPLICABLE): \_\_\_\_\_



## **CANCELLATION AUTHORIZATION FORM**

Cancellation Policy for Rental Fees:

**Full Refund:** In order to qualify for a full refund of rental fees, this form must be turned in to Town Hall at least 30 days prior to the scheduled event.

**50% Refund:** A 50 percent refund of the rental fees will be returned if this form is turned in 15 to 29 days prior to the scheduled event. Non-residents will lose surcharge fee.

**NO Refund:** For an event cancelled 14 days or less prior to the date of said event, there will be no refund of rental fees.

The cleaning deposit, if required, will be refunded.

I, \_\_\_\_\_, do hereby authorize the cancellation of the  
Facilities Rental on \_\_\_\_\_.

I have read and understand the Cancellation Policy. Any refund due should be mailed to:

Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_  
Organization

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

