

Green Hill Park Equestrian Center

RENTAL - SPECIAL USE PERMIT APPLICATION

ROANOKE COUNTY
DEPARTMENT OF PARKS, RECREATION, & TOURISM
1206 Kessler Mill Rd.
Salem, VA 24153

Phone (540) 387-6078 Fax (540) 387-6146

Date Received _____

Forwarded To _____

Date _____

Date Approved _____

- One day (Nov - Mar) \$325 Two day (Nov - Mar) \$450
 One day (Apr - Oct) \$425 Two day (Apr - Oct) \$550 Clinic \$100

1. **Please type or print.** Fill out all lines of the application below, payment must be received to hold a reservation. If you have questions, please call 387-6078 ext 247. If approved, a permit will be issued.

Name of Organization _____

Event Contact Person _____

Street Address _____

City/State/Zip _____ Email _____

Phone : Home _____ Work _____ Fax _____ Cell _____

email: _____

2. **Type of Equestrian Event:** Horse Show Clinic Other _____

Is your event open to the public? _____ Note: GHPEC is always open to members.

3. **Date(s) of Event:** _____ **Anticipated set up date:** _____

4. **Special activities:** Roanoke County requires pre-approval for any special amusements, games, or special activities such as amusement rides, moon bounces, dunking booths, petting zoos, tents, etc. to be set up on county property. List any special needs on the description requested above.

5. **Roanoke County Parks, Recreation and Tourism reserves the right to require staff supervision, extra Porto Johns and/or security for your event. This will depend on the site and type of activity; you may be responsible for any direct expenses the department incurs as a result.**

6. **SUBMISSION OF THIS APPLICATION DOES NOT CONSTITUTE APPROVAL.**

7. **Insurance:** The organization requesting to rent GHPEC must provide proof of \$1M insurance coverage with the **Roanoke County Supervisors** listed as additionally insured before the combination to gate will be given out. Failure to provide the proof insurance at least 7 days prior to the event will result in the permit to be revoked and no refund of fees.

8. **Equine Event Report (Coggins)** – It is the responsibility of the event contact person to make sure the Equine Event Report is filed with the Virginia Department of Agriculture and Consumer Services in Wytheville.

9. **GHPEC managers guide** - Upon receipt of the proof of insurance the event contact person will be sent the managers guide for GHPEC.

10. **Checks for payment need to be made payable to Green Hill Park Equestrian Center.**

Name _____

Please print

Signature

Date