



Town of Tappahannock
P.O. Box 266
Tappahannock, Virginia 22560
(804) 443-3336 or Fax 804-443-1051
www.tappahannock-va.gov

CENTRAL PARK PAVILION RESERVATION FORM

Name: _____

Address: _____

City: _____ **State:** _____ **Zip Code:** _____

Phone: _____ **Email:** _____

PLEASE CHECK PAVILION THAT YOU WISH TO RESERVE:

☐ Pavilion A

☐ Pavilion B

Date of Event: _____ **Expected Attendance:** _____ **Time:** _____ **to** _____

PARK HOURS ARE FROM DAWN TO DUSK

Describe your event (Birthday Party, Family Reunion, etc.):

To reserve a pavilion an application must be submitted no earlier than hours prior to the reservation date.

I/We (applicant) agree to be fully responsible for the facilities rented per condition as outlined within the park rules attached. The Applicant understands that this request should be returned to the Town of Tappahannock for processing. The Applicant understands this request is subject to the approval of the Town Manager. Failure to comply shall result in costs incurred for damages while the park is being rented.

Signature of Applicant

Date

FOR TOWN USE ONLY

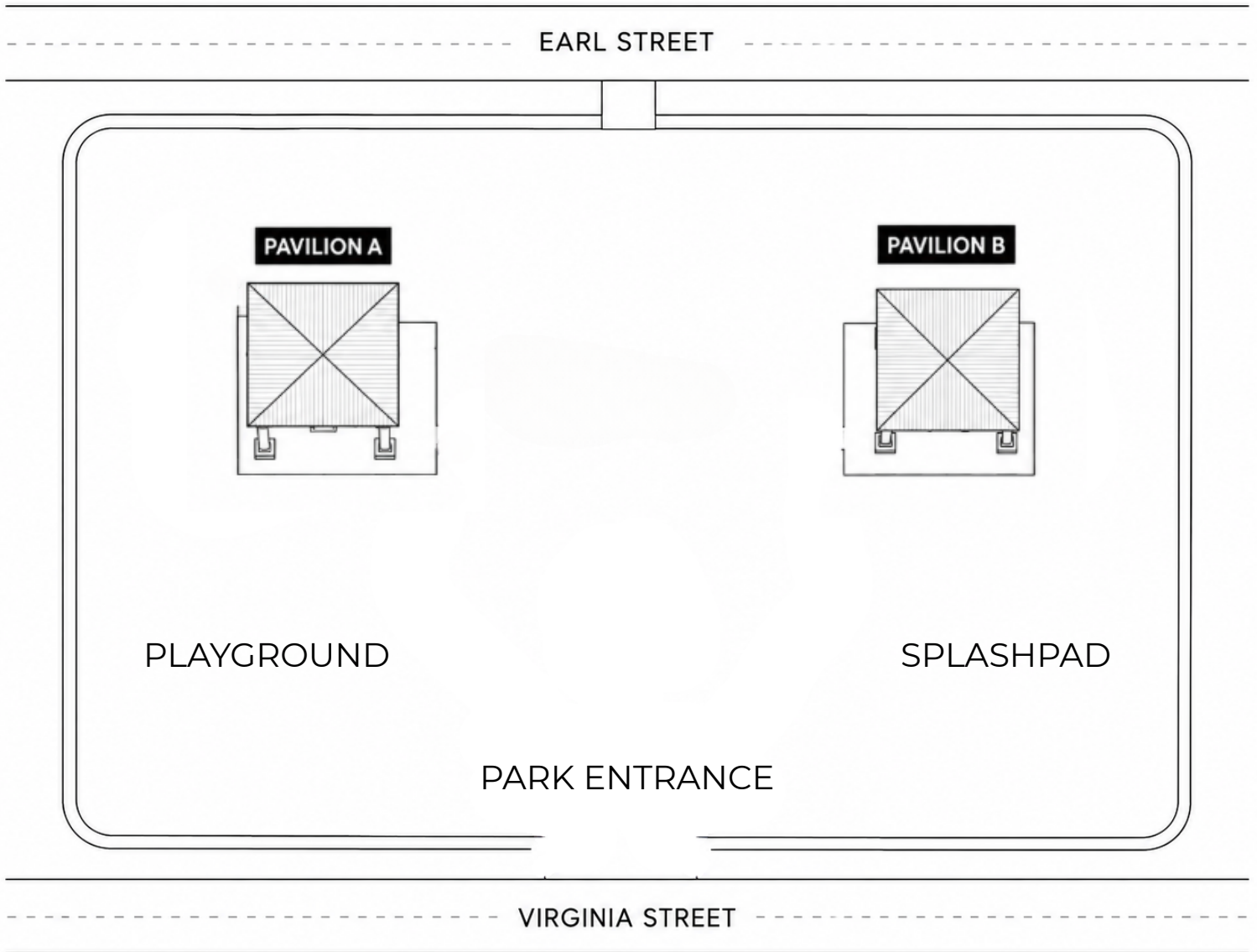
___ Town Resident

___ Non-Resident

Approved by _____

Please read the Town Rules and Regulations and sign the acknowledgment on the last page.

PAVILION RESERVATION REFERENCE MAP



Each pavilion contains two picnic tables, with seating for up to 8 people per table. Total seating capacity for each pavilion is 16 people.

****PLEASE NOTE THAT RESERVATIONS ARE FOR ONE PAVILION ONLY.**

**PARK RULES AND REGULATIONS
TOWN OF TAPPAHANNOCK
ADOPTED:
PURSUANT TO CHAPTER 50
CODE OF ORDINANCES
Article II**

50-11. INTENT. These rules and regulations are established in accord with Section 50 of the Town of Tappahannock Code of Ordinances for the use, protection, regulation and control of all of its services, facilities and parks, recreations conservation, education, historic and scenic areas and preserves and parkways.

50-12. HOURS. Park and Playground shall be closed between the hours of 9:00 p.m. and 6:00 a.m. No person shall enter or remain in any park while same is closed. The Town Manager shall be authorized to grant exceptions to the above hours on a temporary or permanent basis by filing a request in writing with the Town for approval. (Reference - Sect. 42-15 and 42-33 and 42.)

50-13. NOISE. It is unlawful to use any loudspeakers, amplifiers or other noise making device for advertising or other purposes. However, amplifiers and loudspeakers may be used in connection with municipal functions, civic and community functions, holiday gatherings or any other event approved by the Town Manager upon securing the prior written permission of the Town Manager. (Reference – Town Code Section 38-8,42-11)

50-14. INTOXICATION. No intoxicated person shall enter, be or remain in any park, and any such person so found in a park shall be either arrested or ejected from the park. (Reference – Town Code Section 42-26)

50-15. ALCOHOL. No person shall bring into or consume alcoholic beverages in the park. (Except by special permit) (Reference Town Code Section 42-26)

50-16. FIREWORKS. Unless given written permit by the Town Manager and the Mayor, it shall be unlawful for any person to possess or use in the park any blank cartridge, toy pistol, toy cannon, toy cane or toy gun in which explosives are used; the type of unmanned balloon which requires fire underneath to propel the same; firecrackers, torpedoes, skyrockets, roman candles, daygo bombs or other fireworks of like construction, or any fireworks containing any explosive or inflammable compound or any tablets or other device commonly used and sold as fireworks, containing nitrates, chlorates, oxalates, sulfides of lead, barium, antimony, arsenic, mercury, nitroglycerin, phosphorous or any compound containing any of the same or other modern explosives. Included within the foregoing prohibition are model rockets and model rocket engines designed and used for the purpose of propelling recoverable aero models. Included in the foregoing prohibition are sparklers containing not more than .0125 pounds of burning portion per sparkler, flitter sparklers in paper tubes not exceeding 1/8 inch in diameter, toy snakes not containing mercury, toy pistols, toy canes, toy guns or other device manufactured to utilize paper and/or plastic caps containing not more than .25 of a grain of explosive content per cap, or said paper and/or plastic caps themselves. (Reference Town Code Section 30-35)

50-17. TRASH. There shall be no littering of ground. All papers, garbage and other debris shall be placed in waste containers. Where waste container is not provided, waste shall be carried away. (Reference Town Code Section 46-35, 46-36 – State Code 18.2-324)

50-18. PROTECTION OF PROPERTY. No person shall:

- A. Willfully destroy, deface, alter, change or remove any monument, stone marker, bench marker, stake, post or blaze, making or designating any boundary line, survey line, or reference point.
 - B. Cut, break, mark upon or otherwise injure any building, equipment, bridge, drain, wall, foundation, lamppost, fence, gate, hedge or other structure.
 - C. Deface, destroy, or remove any placard, notice or sign, whether permanent or temporary, posted or exhibited within or upon park property.
 - D. Appropriately excavate, injure or destroy any historical or prehistorical ruin or any object of antiquity, without permission of the Town Manager.
 - E. Cut, mar, remove or destroy any tree, sapling, seedling brush or shrub, whether alive or dead, or chip, blaze, box, girdle, trim or otherwise deface or injure any tree or shrub, or break or remove any branch, foliage, flower or any tree or shrub or pick, gather, uproot, remove, or destroy any flower, plant, or grass.
 - F. Remove or cause to remove any sod, earth, humus, peat, boulders, gravel or sand, without written permission of the Town Manager.
 - G. Picnic table areas are to be used for the consumption of food, no cleaning fish, and bait, No sleeping or laying on picnic tables or benches or other objects.
- (Reference – Town Code Section 42-38)

50-19. FIRES. No person shall build, light or cause to be lighted any fire in any area, grill, stove, fireplace or other suitable container. (Reference Town Code – Section 30-33, 30-34)

50-20. PARKING AND TRAFFIC. There shall be no driving or parking of any motor vehicle in the park except in designated drives, parking spaces, and other specified areas. There shall be no obstruction of any park walk or drive. (Reference – Town Code Section 38-51)

50-21 BICYCLES, TRICYCLES, MOTORCYCLES, SNOWMOBILES, ALL TERRAIN VEHICLES, SCOOTERS. No person shall ride, drive or propel any bicycle, tricycle, motorcycle, snowmobile, all-terrain vehicle, scooter or similar vehicle on any but the regular vehicular roads or designated trail designed for said use, except that such vehicles, may be pushed by hand not faster than a walk over grassy areas, wood tracts or specially designated paved areas normally reserved for the use of pedestrians and no person shall deviate from compliance with all traffic ordinance provisions governing the operation of bicycles while on park property.

ORV'S. Off-road vehicles are prohibited. Off-road vehicles or ORV's include any motor driven off-road recreation vehicle, including snowmobiles, capable of cross-country travel without benefit of a road or trail, on or over land, snow, ice, marsh, swampland or other terrain. ORV's also include a multi-track or multi-wheel drive or low pressure tire vehicle, a motorcycle or related 2-wheel or 3-wheel vehicle, an amphibious machine, a ground effect air cushion vehicle, or other means of transportation with motive power from a source other than muscle or wind.

50-22. CONDUCT. No person shall conduct himself in a disorderly manner or use profane or obscene language. No Obscene items and or nudity (Reference- Town Code Section 42-9- 42-17)

50-23. DOGS AND OTHER ANIMALS. It shall be unlawful for any person to permit or allow any dog or other animal, whether licensed or unlicensed, to run at large or stray beyond the premises of such owner unless under reasonable control of some person. All littering from the animal shall be removed from the park and properly disposed of. (Reference Town Code Section 10-42, 10-7, 10-65)

50-24. PERMITS – GENERAL.

- (1) An applicant for a permit for park usage shall provide the Town Manager with a reasonable description of the activity to be held in the park.
- (2) No permit for a function will be granted if the holding of the event at the time and place desired by the applicant would overtax the facilities or the resources of the Town.
- (3) Permits required for these specific events will not be unreasonably denied. No permit will be denied because of the sex, race, color, creed, religion, age, handicap or disability or national origin of the applicants (s)
- (4) In the event that the Town Manager or the Town Police Department conclude that there has been a violation of any agreement referred to in the rules, the permit issued to the individual or group entering the agreement may be revoked immediately, and the applicant may be denied future permits.
- (5) The holder of a permit shall be bound by all the park rules and regulations in force as though the same were inserted in the permit. The person to whom a permit is issued shall be liable for any loss, damage or injury sustained by any person whatsoever by reason of the negligence of the person or persons to whom such permits are issued.
- (6) Any person or organization to whom a written permit is issued by the Town Manager shall exhibit the permit upon request.
- (7) Where deemed appropriate, the Town Manager may require the permitted to obtain insurance to fully protect the Town in such amounts as the Town Manager deems appropriate.

A. PERMITS – Activities Requiring a Permit.

- (1) No person shall use the park for any type of public show or performance without first obtaining a written permit issued by the Town Manager.
- (2) No band, procession, military company, or any company or group with flags and/or banners shall be allowed in the park without a written permit from the Town Manager.
- (3) No permit shall be issued for a mass audience event at which an admission would be charged.
- (4) No person, group or organization shall see or offer for sale any article, thing or service within the park without first obtaining a written permit issued by the Town Manager
- (5) No person, group or organization shall do any soliciting, peddling, or hawking within the park without first obtaining a written permit issued by the Town Manager.
- (6) No person, group or organization shall be permitted to possess or use any of the fireworks described in Section 4(c) of these park rules and regulations within any park without first obtaining a written permit from both the Town Manager and the Fire Chief of the Town of Tappahannock.

B. SPECIAL PERMITS – Activates Promoted by the Town

- (1) Sponsored activities promoted by the Town of Tappahannock require the approval of the Town Council.
- (2) Public Facilities Committee will review all special permits activities and make recommendation to the Town Council of any additional requirements and exceptions to the park rules and regulations.
- (3) Any special permitted event will be open to the public

50-25. WEDDINGS.

- A. No person shall use the park facilities for a wedding ceremony without first obtaining a written permit from the Town Manager
- B. Application in writing must be received by the Town Manager before the proposed time of use to be considered for a permit.
- C. Park facilities may not be altered in any way to accommodate the wedding party without written permission from the Town Manager.
- D. Park facilities shall remain open to the public
- E. No rice or confetti may be used at any time in the park
- F. Large crowds shall not interfere with public use of the facility.

50-26. PRINCE STREET PARK. Access guidelines for powered transport equipment for persons with limited mobility.

- A. Definitions:
 - (1) Restricted mobility means: “Any person who has a state-issued handicapper parking permit or has a visible or severe disability.”
 - (2) As used in this guideline, mobility assistance vehicle (MAV) means: “A single passenger electrically powered wheelchair or other mobility aid specifically designed by its manufacturer for transportation of persons with disabilities.”
 - (3) A multiple use MAV (MUMAV) is an electrically powered mobility assistance vehicle designed for use by persons who do not necessarily have restricted mobility, but which may be useful to them.
- B. **EXCEPTION.** A person who does not have restricted mobility as defined above, but is nevertheless physically restricted in his/her mobility, may, upon written request to the Town Manager; seek a permit to use a MUMAV upon the Prince Street Park. No “exception” permit will be granted unless the request for same is accompanied by a document signed by the applicant’s physician attesting to and defining applicant’s restricted mobility. (All MUMAV’s used under this exception must display the international symbol for accessibility – a blue and white wheel chair symbol). MUMAV’s may not operate at speeds in excess of 5 miles per hour, and shall yield the right-of-way to all pedestrians and non-motorized forms of transportation.
- C. **INTERPRETATION.** This guideline shall be used by the Town of Tappahannock staff who shall have the final determination as to its meaning and applicability.

50-27. SKATE PARK RULES

- A. No skate boards, rollerblades of any kind shall be allowed on park property at any time.

50-28. ENFORCEMENT OF RULES

- A. It shall be the duty and responsibility of the Town Manager or his designee and the Police Department to enforce all State Laws and Town ordinances and Park Rules and Regulations within the limits of the park and other areas maintained and operated by the Town of Tappahannock.
- B. It shall be unlawful for any person to do any act forbidden by the rules or fail to perform any act required by these park rules. (Reference – Town Code Section 1-8)

50-29. Additional Rules and Regulations

- A. The Town Council hereby delegates the duty and responsibility of establishing rules that are necessary for the health, safety and welfare and benefit of the residential areas in close proximity to the Town Park to the Town Manager. Any rules established under this section shall be properly noticed, published and signed and fully enforceable as other rules found under Section 1-8 of the Tappahannock Code of Ordinances.

Print Name

Signature

Date