



# NOVA P A R K S

Northern Virginia Regional Park Authority

5400 Ox Road, Fairfax Station, VA 22039 | 703-352-5900 | Fax: 703-273-0905 | www.novaparks.com

## SPECIAL USE APPLICATION

The Event/Use Application is designed to gather specific information about any organized event outside of the scope of a simple picnic (an event that includes food, beverage, guests and no more than one inflatable). This application must be completed and mailed to the above address or emailed to [novaparks@nvrpa.org](mailto:novaparks@nvrpa.org) within a minimum of 30 days prior to the event to receive consideration, along with a \$25 non-refundable processing fee. Submission of this application does not constitute approval. The applicant will receive an approval or denial within 14 days of receipt by NOVA Parks. Other fees may apply based on events and activities planned.

### PLEASE TYPE OR PRINT CLEARLY.

<b>Applicant Information:</b>		
Group Representative:	Organization/Company Name:	
Mailing Address: List the address where you wish to have the permit mailed.		
Street Address _____		
City _____ State _____ Zip Code _____		
Home Phone:	Cell Phone:	Email Address:
<b>Activity/Event Details:</b>		
Park Requested:	Specific Shelter or Area Requested:	
Date and Times: Multiple dates may be used for an on-going event with one permit issued:		
Date:	Start Time:	End Time:
Date:	Start Time:	End Time:
Date:	Start Time:	End Time:
Description of Event:		
Is this an organization or company activity? YES _____ NO _____	Is the organization or company non-profit? YES _____ NO _____	
Maximum Attendance: _____	How will your event be advertised? Be specific.	
*Cannot exceed capacity of reserved area.		
Group is responsible for adhering to all NOVA Parks policies rules and regulations. Please read the rules carefully and complete the following questions pertaining to picnic rentals.		
Will you have alcohol at your event?	YES ___ NO ___	Limited to select locations and must be purchased through NOVA Parks, Brickmakers Catering, <a href="mailto:brickmakers@nvrpa.org">brickmakers@nvrpa.org</a> .

<p>Will you be using a vendor for games, amusements or inflatables?  If yes, please describe and/or list each device/activity/game planned.</p>	<p>YES ___ NO ___</p>	<p>Only companies approved by NOVA Parks may provide equipment. For a complete list: <a href="http://rs.nvrpa.org/documents/moonbounce.pdf">http://rs.nvrpa.org/documents/moonbounce.pdf</a></p>
<p>Will you be decorating the facility or posting signs?</p>	<p>YES ___ NO ___</p>	
<p>Will you be providing food prepared by a catering service?</p>	<p>YES ___ NO ___</p>	
<p>Will there be sound or music? Amplified sound/music is prohibited.</p>	<p>YES ___ NO ___</p>	<p>If yes, please describe:</p>

**Please include the \$25 processing fee. Check payable to NOVA Parks. MasterCard Visa American Express**

Fee Paid	Cash/Check/CC	Check or Credit Card Number	Expiration Date	Security Code
\$25.00				

The undersigned certifies that he/she has read and will abide by all NOVA Parks rules and regulations and the requirements for users as they pertain to this rental. For a complete list of NOVA Parks rules and regulations please go to [www.novaparks.com](http://www.novaparks.com).

Applicant Print Name: \_\_\_\_\_

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

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