

Parking Lot Rental Major Event Application

Town of Culpeper and Culpeper Parking Authority
Department of Planning and Community Development
400 S. Main Street, Suite 301 Culpeper, VA 22701
Phone: 540-829-8260 Fax: 540-829-8279

The application must be submitted at least 30 days prior to the event or activity.

Today's Date:

Applicant:

Applicant Address:

Email Address:

Phone Number:

Driver's License Number:

Event or Activity:

Event Date

Time (From/To):

Approximate Number of People:

Please check the parking lot requested:

Lot 1 E Spencer Street - rental cost for both large and small lots are \$400

Lot 2 E Davis Street - rental cost is \$200

Lot 3 E Culpeper Street - rental cost is \$200

* Other: _____ rental cost is \$200

Insurance Policy #:

* **Is a fee waiver requested?** Yes No

Is your organization a not-for-profit (e.g. 501c3, 501c4, etc.) Yes No

* Rental of "other" lots and fee waiver requests require presentation before the Parking Authority.

Please note the following: The parking lots are available from one hour before sunrise to one hour after sunset. Only self-standing, unanchored, canopies are allowed to be placed in the parking lots. Unique requests will be submitted to the Authority for review.

The undersigned agrees to abide by the posted rules and regulations controlling the use and maintenance of Town parking lots. I/We agree to abide by said rules and to hold harmless the Town of Culpeper and the Culpeper Parking Authority from any and all liability arising out of the use of the said parking lots.

Signature of Applicant _____

Administrative Section DO NOT WRITE BELOW THIS LINE

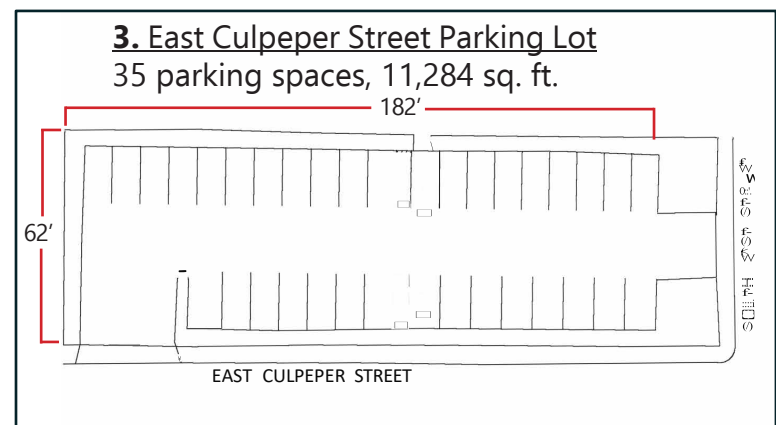
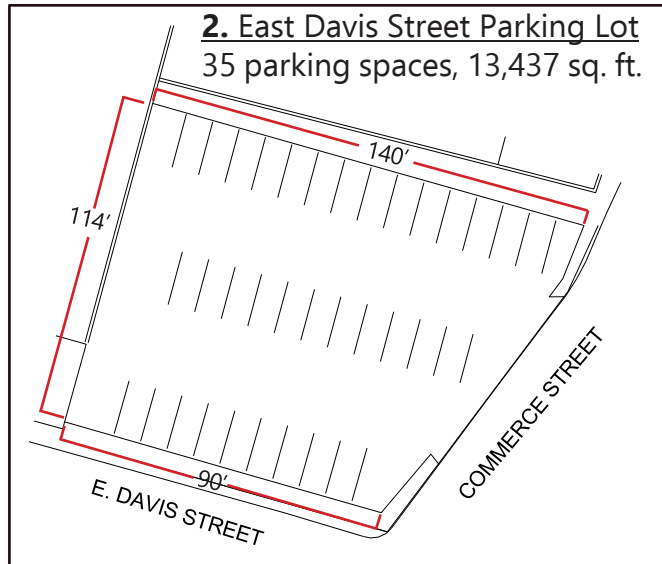
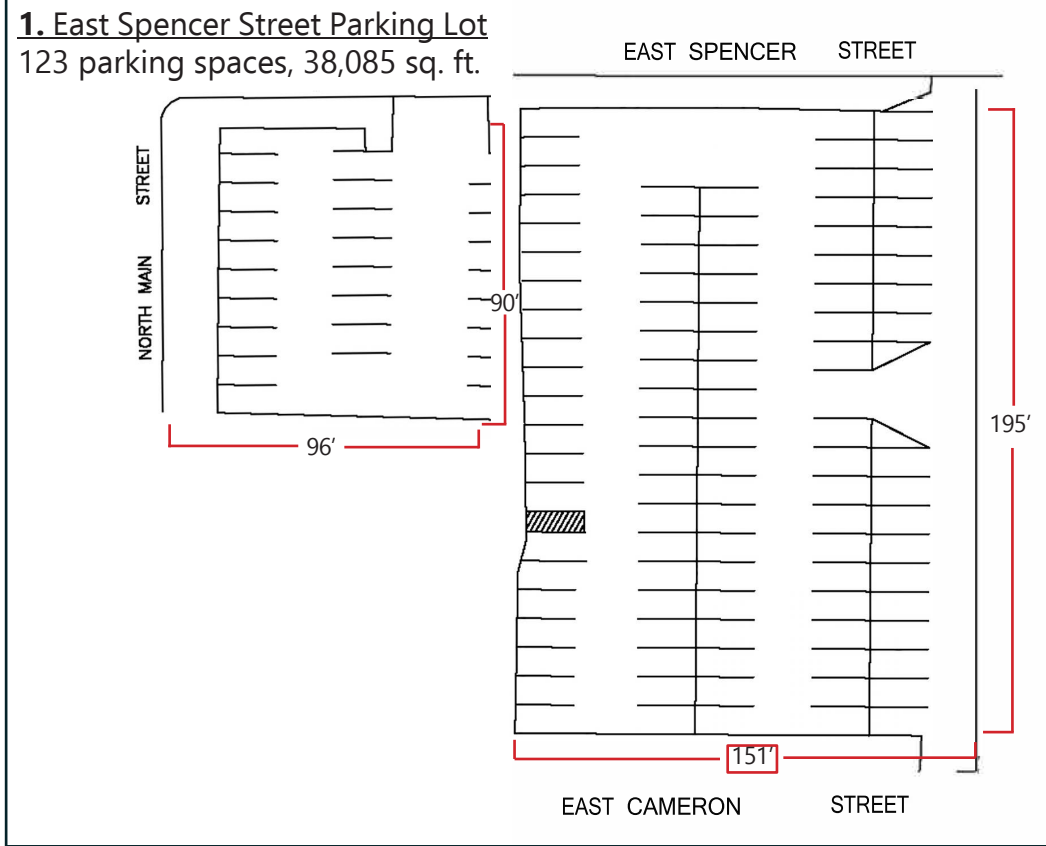
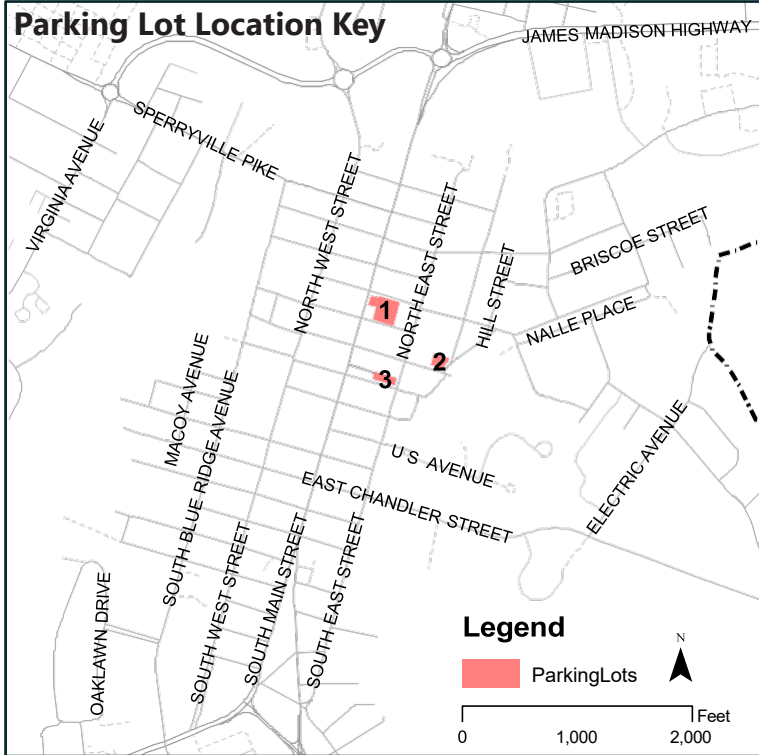
Date Received: _____

Staff Initials: _____

Amount of Fees Paid: _____

Action Taken: _____

Town of Culpeper Downtown Parking Lot Specifications



Parking Lot Rental For Major Events

Frequently Asked Questions

What if I do not have insurance for the event?

The Parking Authority's insurance carrier, VACoRP, offers a Tenant Users Liability Insurance Program (TULIP) as an insurance option for individuals and groups seeking to hold events or organized activities on Parking Authority property. Using this program, event organizers can get a quote and purchase coverage online. The cost for a policy is generally around \$100, but this depends on the type of event and projected attendance. The following link will bring you to the program homepage where you will find more information:
https://www.vacoins.org/vacorp/VACoRP_TULIP.aspx.

Do I need to notify vehicles that are usually parked in lot about the event?

Yes – a flyer about your event would be beneficial. You can place a flyer on the vehicles at least 2 consecutive weeks in advance (Fridays and Saturdays). Notification to the businesses (in the area of the parking lot) would be beneficial as well.

What happens if vehicles are parked in the lot on the day of the event?

A few days before the event, make every attempt to check with the businesses in the area to make sure they know that the event is happening, and they can remind their employees as well. On the day of the event, if there are vehicles in the lot, then contact the Culpeper Town Police Department at 540-727-3430 and they can help to find the owner. As a last resort, the vehicles can be towed to a nearby lot at the expense of the vehicle owner.

Do I need to clean-up trash after the event?

Yes, the parking lot should be cleaned and all trash removed. Contact Public Works at 540-825-0285 if Town trash receptacles are needed/requested. Additional fees may apply for receptacles and/or cleaning.