

STYRON SQUARE WEDDING APPLICATION

PORT WARWICK CONSERVANCY 125 Herman Melville Avenue PMB #106 Newport News, VA 23606 (757) 875-9351	<table style="width: 100%;"> <tr> <td style="width: 50%;">OFFICE USE ONLY</td> <td style="width: 50%;">SC _____ Event Supervisor: _____</td> </tr> <tr> <td>Application Fee Paid:</td> <td><input type="checkbox"/> Yes <input type="checkbox"/> No</td> </tr> <tr> <td>Insurance:</td> <td><input type="checkbox"/> Rec'vd Fee Paid: <input type="checkbox"/> Yes <input type="checkbox"/> No</td> </tr> <tr> <td>Deposit Received</td> <td><input type="checkbox"/> Yes <input type="checkbox"/> No</td> </tr> <tr> <td>Permits:</td> <td><input type="checkbox"/> Issued</td> </tr> </table>	OFFICE USE ONLY	SC _____ Event Supervisor: _____	Application Fee Paid:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Insurance:	<input type="checkbox"/> Rec'vd Fee Paid: <input type="checkbox"/> Yes <input type="checkbox"/> No	Deposit Received	<input type="checkbox"/> Yes <input type="checkbox"/> No	Permits:	<input type="checkbox"/> Issued
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Applicant: Please answer all questions, indicate N/A if the question does not apply to your wedding.
 The information requested on the Wedding Application form will be used to determine your eligibility for to obtain a permit for your wedding. Any misrepresentation in this application or deviation from the final permit conditions may result in immediate revocation of the permit, the halting of the wedding, loss of deposits, and possible loss of privilege to host events in the future.

APPLICATION PROCESSING:

EVENT	APPLICATION PROCESS TIME	PROCESSING FEE	Office Use Only
Photo Opportunity	30 days prior to event	\$15	
Wedding	90 days prior to event	\$25	

APPLICANT INFORMATION

Applicant's Name: _____
 Are you 18 years of age or older? Yes No Are you representing yourself? Yes No
 Are you a member of the Port Warwick Conservancy? Yes No
 Have you applied to rent the square in the past? Yes No
 Mailing Address: _____

office use
only
MB
RC

City: _____ State: _____ Zip: _____

Day Phone: _____ Evening Phone: _____

Fax Number: _____ On-Site Cellular: _____

Pager: _____ E-mail: _____

ABOUT THE WEDDING AND ENTERTAINMENT

Wedding Only Reception Only Wedding and Reception
 The event will be hosted on what area of Styron Square: Area 1 Area 2 Area 3 Area 4
 Pavilion

office use
only
RG

(Please see attached diagram to determine the area you wish to rent.)

Lay out: Please attach an event layout diagram

Event Date:	Setup Time:	Start Time:	End Time:	Breakdown Time:
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

office use
only
ED

What is your plan if it rains? _____

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PORT WARWICK RETAIL SUPPORT:

Will you be using any of the Port Warwick Merchants? If so, please list them: _____

office use
only
UM

ATTENDEES

Please note the range of total anticipated attendees (including spectators and participants):

Participants: 1-5 5-10 10-20 20-50 50-100

Attendees/Spectators - 0 – 150 150 - 500

office use
only
**PR
ID**

WEDDING-AT-A-GLANCE

PLEASE INDICATE THE VARIOUS EVENT ACTIVITIES. CHECK ALL THAT APPLY.

- Alcohol Banners / Signs Tents Staging
 Dance Floor Live Music / Band Lighting Generators Public Address System
 Valet Parking Porta-Johns

office use
only
RP

ALCOHOL:

Type: Draft Beer Canned Beer Wine Liquor

Date(s): _____ Times: _____

STRUCTURES, TENTS, AND STAGES

TENTS: Please give an overview of your tent plan. List type (by Code), number, and size(s) of tents to be erected.
Tent Codes: **C**=Cooking underneath **GA**=General assembly (requires floor plan showing exits)

Tent Code	Number of Tents	Sizes
_____	_____	_____
_____	_____	_____
_____	_____	_____

STAGES & DANCE FLOOR

Size	Supplier	Phone Number
_____	_____	_____
_____	_____	_____
_____	_____	_____

SECURITY:

Security is required when -

* alcohol is being served * materials / equipment is left overnight, * live entertainment is provided.

Please describe your security plan: _____

Describe type of equipment left overnight: _____

Uniformed presence provided by:

- Off-duty Police Officers Private Security Volunteers Hired Staff Sheriff's Deputies

When: _____ How many? _____

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RESTROOMS AND WASTE DISPOSAL

Please note number of trash receptacles you will require. 5 - 10 10 – 20 _____
Have you contracted with a portable restroom company? Yes No
If "yes," please provide the company name and an after hours / emergency phone number:

Delivery date of portable restrooms: _____ Pick-up date: _____
Please list the number and locations of portable restrooms:

Number: _____	Location: _____	Number: _____	Location: _____
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BANNERS AND SIGNS

Please provide us with an overview of your banner and sign plan. List number, location, and type of banners.
Location of banner codes: **ES** - Within event site **LP** - On street light poles **SSC** – Stryon Square Chain
Type of banner codes: **DI** - Directional / Informational **OT** – Other

Number of Banners / Signs	Location Code	Type Code	Comment
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

PARKING AND TRANSPORTATION – What Parking is Needed?

How will people get to / from wedding? <input type="checkbox"/> Personal Vehicles <input type="checkbox"/> Shuttle / Satellite Parking <input type="checkbox"/> Other: Please explain: _____ _____	Where will the wedding attendees / participants park? <input type="checkbox"/> On-Street / Public Parking <input type="checkbox"/> Business Parking lot <input type="checkbox"/> Reserved / VIP Parking Satellite Parking Location: _____ <input type="checkbox"/> Other: Please explain: _____
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Do you require special parking? (VIP/RV's, trailers, support vehicles) Yes No

Number of Spaces	Location	Purpose
_____	_____	_____

Due to limited parking around Styron Square all parking requests may not be granted. Applicant shall contact The Port Warwick Conservancy two (2) weeks prior to the wedding to request parking passes for support vehicles in designated areas in/near the wedding site.

ON-SITE COMMUNICATIONS (During Wedding)

Cellular Phone #1 Day of Wedding: _____ Name: _____
Cellular Phone #2 Day of Wedding: _____ Name: _____

Port Warwick Conservancy does not guarantee the approval of any applicant. Applications are considered on a first-come, first-served basis. Upon Approval of the application, the applicant will be required to sign a contract with a deposit to hold a date of rental on Styron Square.

I understand the above information. I certify to the best of my knowledge that all the application information is true and accurate.

Applicant's Name (Printed Neatly) _____
Applicant's Signature: _____ Date: _____

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FOOD AND OTHER VENDOR INFORMATION (Please list for each vendor)

Vendor is described as any business or individual that you are hiring that will be hired to be on site or delivering to your wedding site. We need this information in case we need to contact them prior or post wedding if problems arise, or if we can refer other business to them.

1. Food Vendor:

Company Name: _____

Contact Name: _____

Phone Numbers: Office: _____ Home: _____ Cell: _____

Prepared on-site? Yes No

2. Food Vendor:

Company Name: _____

Contact Name: _____

Phone Numbers: Office: _____ Home: _____ Cell: _____

Prepared on-site? Yes No

3. Other Vendor

Company Name: _____

Contact Name: _____

Phone Numbers: Office: _____ Home: _____ Cell: _____

4. Other Vendor

Company Name: _____

Contact Name: _____

Phone Numbers: Office: _____ Home: _____ Cell: _____

5. Other Vendor:

Company Name: _____

Contact Name: _____

Phone Numbers: Office: _____ Home: _____ Cell: _____

Please photo copy this sheet if you have more than 5 vendors to be listed.