

# TOWN OF DAMASCUS

*"The Strength of a Town Lies in the Confidence and Cooperation of Its People"*

Office of the Clerk

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The Town Park is a great place to play, relax, socialize, or host an event... so long as the weather cooperates! Remember, it is a public park, and freely open to everyone during the hours posted. There are also two very popular trails passing thru the park (the Appalachian Trail and the Virginia Creeper Trail), and these **trails cannot be blocked at any time**. The **gazebo structure only** may be rented for a certain amount of time, to secure enough space for large events.

There is a \$50 deposit to rent the gazebo (which is refundable if all the rules are followed), and a \$50 fee to reserve it for a half day (4 hours or less) or \$100 to reserve it for a full day (over 4 hours). Most people send a separate check for the deposit, which may be returned after the event, *unless there is a reason not to refund the deposit*.

For public or private events (races, festivals, fundraisers, etc.):

The Town Council must be briefed in advance, and such Land Use must be approved prior to the event – please plan accordingly. The event coordinator will need to furnish the Town a certificate of insurance naming the Town of Damascus as an additional insured entity for the day(s) of the event, at an amount of up to \$1,000,000 - as required by the Town's insurance carrier (VML). Police services shall be provided by the Town at a rate of \$30 per officer per hour when required by the Town Council or requested by the event organizer. *Vendors brought in for an event must send in a completed form and applicable fees (\$25), additionally, vendors selling food/drink will need to complete a meals tax form after the event and send it in along with the 7% meals tax rate.* The following additional fees shall apply, and shall be the responsibility of the organizer to provide for:

Banner Installation/Removal	Per banner	\$50
Street Closure	Per officer	\$30
Park Vendor Fee	Per vendor	\$25

## Gazebo Rules:

- No graffiti on, or damage to, the structure.
- No nails, screws, or staples.
- No skateboarding or roller skating/blading.
- No littering - there are trash receptacles to use throughout the park, please do so.
- Do not carry the picnic tables onto the gazebo.
- No climbing on top of, or under, the structure.

*This fee structure and rules shall apply to everyone engaged in the rental of the gazebo, events thereon, and to all events and festivals requiring Town Council approval.* If you have any questions or concerns, please contact me at 276-475-3831, or email [clerk@visitdamascus.org](mailto:clerk@visitdamascus.org). For immediate assistance during your event, please contact the Police Department at 276-475-3341.

Thank you,  
Tuesday Pope  
Damascus Town Clerk