FORT CHRISTIAN EVENT PERMIT APPLICATION

Today's Date: _____

APPLICANT INFORMATION

Applicant's Name: _____

Organization/Business Name: _____

Phone: (_____) _____ - _____

Email: _____

EVENT SPACE RATES ----------

EVENT INFORMATION

Event Name/Type: _____

Event Date: _____

Time and Duration of Event: _____

Lot Space: ☐ Full Lot ☐ Half Lot ☐ Quarter Lot ☐Perimeter Spot ☐ Restroom Rentals

Please indicate if alcohol will be served: ☐ Yes ☐ No

Fill out the permit numbers applicable only to your event.

Alcohol Permit Number: _____ Expiration Date: _____

Food Handlers Permit Number: _____ Expiration Date: _____

Department of Health Permit: _____ Expiration Date: _____

FORT CHRISTIAN EVENT PERMIT APPLICATION

I hereby certify that the information contained in this application is correct.

_____ _____

Applicant's Signature Date

DEPARTMENTAL USE ONLY

Permit Approved ☐ Permit Disapproved ☐

Total Amount Due: $_____

Deposit amount collected: $_____

Receipt #: _____

_____ _____

Parking Lot Manager Date

PAID PARKING

- Paid parking is in effect **24 hours a day, seven days a week, except:**
  - During scheduled events from **Friday at 6 p.m. through Sunday.**
- **Monday through Thursday and before 6 p.m. on Fridays:** Paid parking remains in effect during scheduled events.

EVENT SPACE RULES

The following procedures have been established and/or required for the rental of the Fort Christian Parking Lot:

1. An application must be completed and submitted to the Fort Christian Parking Lot Manager's Office, with all related documents attached.
2. If applicable, proof of a valid Health Permit (stamped by the Department of Health, Division of Environmental Health) must be provided.
3. The Parking Lot Manager or representative will brief applicants on permitted activities and facility rules.
4. Upon approval, the applicant must pay rental and deposit fees prior to the event date.
5. Each applicant will receive a signed agreement and a payment receipt.
6. If applicable, each applicant will be required to obtain a liquor license from the Virgin Islands Police Department (VIPD) that certifies approval for the sale of alcoholic beverages.
7. The Parking Lot Manager will sign the official agreement authorizing the use of the facility.
8. Lot must always be returned in the same condition as received.
9. Any equipment (fencing, trailers, generators, tents, tables, supplies, vehicles, etc.) left behind will result in loss of deposit.
10. Applications must be submitted at least ten (10) business days prior to the event.
11. If selling or vending, a business license is required.

FEES & PAYMENTS

- All payments must be made at the Main Office in Subbase.
- **A refundable deposit of $250 is required. Deposits must be paid by Money Order or Banker's Check.**
- **Payments are non-refundable. If there's a cancellation, credit will be given to be utilized at a later date.**

EVENT SPACE OPTIONS

All event space rentals must comply with the Maintenance Responsibility section on pg. 5. All equipment and activities must be cleared from the lot by midnight of the selected day, except for full lot rentals.

Perimeter Spot

- Includes three parking spaces along the perimeter of the lot.
- Please indicate your preferred spots on the map included.

Quarter Lot

- Includes designated event space equal to one-quarter of the lot. See map.
- One-day rental only.
- Cannot be rented on the same day as a full lot or half lot rental.

Half Lot

- One-day only.
- Cannot be rented on the same day as a quarter or full lot rental.
- Security is required.
- An active liability insurance policy is required.

Full Lot

- Includes a 2-day rental to allow for setup and breakdown.
- Cannot be rented on the same day as a half or quarter rental.
- Security is required.
- An active liability insurance policy is required.

Restroom Rentals

- Restroom will be stocked with initial supplies, and vendor is responsible for keeping it stocked throughout the event. Additional supplies should be provided by vendor.
- Must bring your own custodian to attend to the bathrooms during the event.
- Must be returned clean as it was given.

SET-UP POLICY:

Set-up, including barricades, tents, stages, tables, or equipment, is allowed only on the event date starting at 12:00 AM. Any setup before this requires written approval and will incur an additional fee.

CANCELLATIONS:

Cancellations must be made in writing to the Parking Lot Manager or designee at least ten (10) business days before the scheduled event. Failure to cancel within this timeframe will result in forfeiture of the deposit.

METHOD OF PAYMENT:

The department accepts all forms of payment. Deposits must be made by Money Order or Banker's Check only.

MAINTAINENCE RESPONSIBILITY:

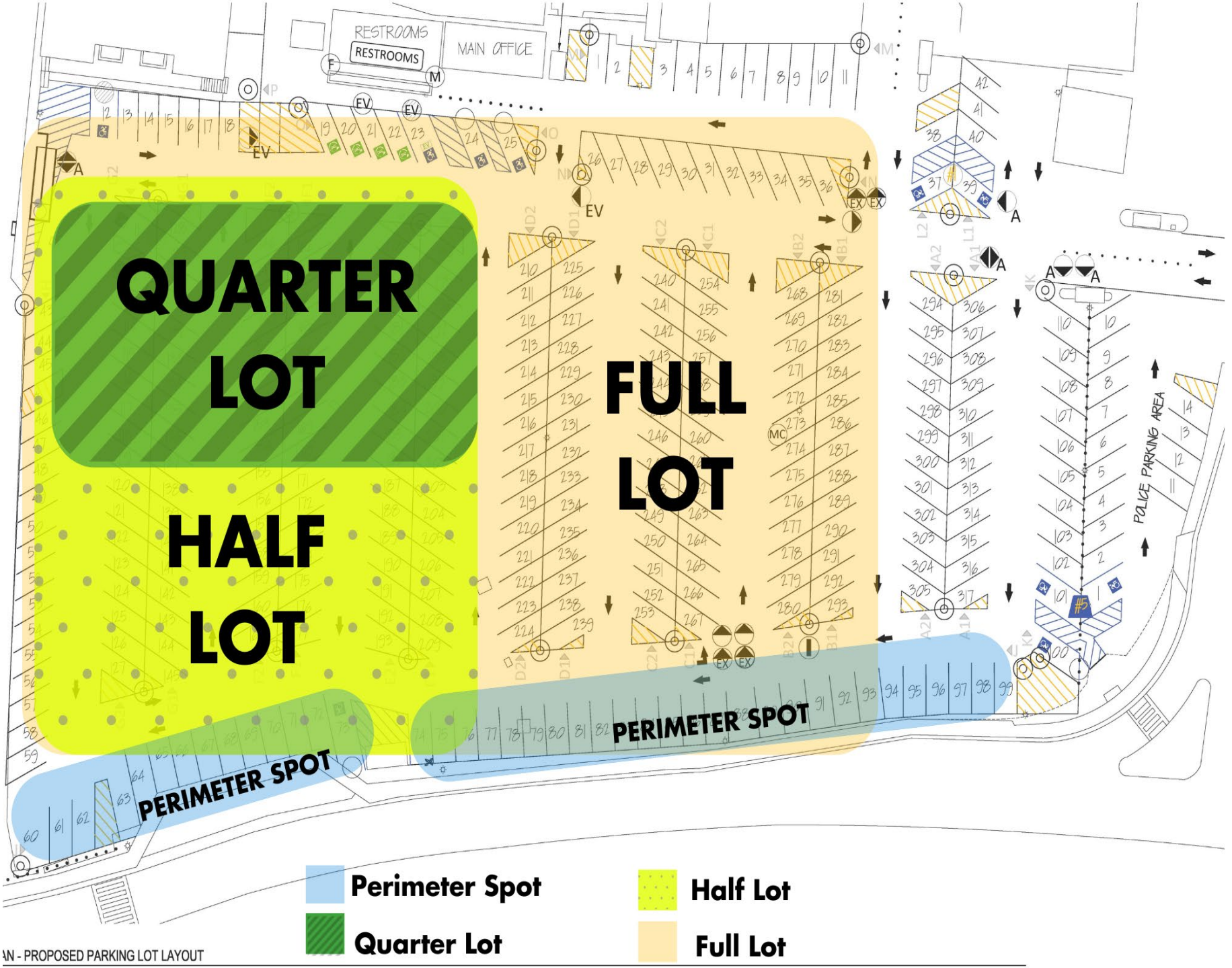
1. Disposal of Refuse — All trash must be secured in plastic bags and removed from the premises before departing the parking lot.
2. Proper Disposal of Cooking Oil — Cooking Oil shall be cooled and placed in cooking oil containers and removed from the Fort Christian Parking Lot.
3. Any individual, department, agency, or organization found in violation of disposing of cooking oil in the drain at the Parking lot will be subject to fines by the Virgin Islands Waste Management Authority, and additional fees and/or fines will be assessed. Repeat offenders will lose the right to apply for future rental of the Fort Christian Parking Lot.

Failure to adequately clean the space after use will result in additional fees and/or fines. The Fort Christian Parking Lot Management reserves the right to refuse future rental of the parking lot after an approved activity or unauthorized use of the facility.

RELEASE OF WAIVER OF AGREEMENT:

I/We the representative of this activity hereby waive, release, absolve, indemnify, and agree to hold harmless the Government of the Virgin Islands and its employees of the Department of Public Works for accidents or injuries whether caused by the use of the facility or when patrons/persons patronizing the activity in connection with said facility whatsoever for any claim arising from use of the Fort Christian Parking Lot.

Printed Name of Applicant	Signature	Date



AN - PROPOSED PARKING LOT LAYOUT

DEPARTMENT OF PUBLIC WORKS ST. THOMAS, U.S. VIRGIN ISLANDS	FORT CHRISTIAN PARKING LOT PAR. NOS. 1, 1A, 1B, 1BA, 34A, 35A, 36B, 37, 38B & 39A ST. THOMAS, U.S. VIRGIN ISLANDS	PARKING STRIPING MEASUREMENTS	DRAWN BY: JERMAINE C. TYSON PROJECT ENGINEER	CHECKED BY: JERMAINE E. McCLEAN DISTRICT ENGINEER	DATE: JUNE 2025

FORT CHRISTIAN EVENT PERMIT APPLICATION