



PARKING LOT EVENT PERMIT APPLICATION

Today's Date: _____

APPLICANT INFORMATION

Applicant's Name: _____

Organization/Business Name: _____

Phone: (_____) _____ - _____

Email: _____

EVENT SPACE RATES -----

**PERIMETER
SPOT**

\$100

**QUARTER
SPOT**

\$300

**HALF
LOT**

\$500

**FULL
LOT**

\$800

**RESTROOM
RENTALS**

\$500

EVENT INFORMATION

Site Area: ☐ FORT CHRISTIAN ☐ STRAND STREET ☐ FREDERIKSTED

Event Name/Type: _____

Event Date: _____

Time and Duration of Event: _____

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

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



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Alcohol Permit Number: _____

Expiration Date: _____

Food Handlers Permit Number: _____

Expiration Date: _____

Department of Health Permit: _____

Expiration Date: _____

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



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The following procedures have been established and/or required for the rental of the Fort Christian Parking Lot by public and Non-profit agencies and organizations:

1. An application must be obtained and submitted to the Fort Christian Parking Lot Manager's Office. _____ (Initial)
2. An application must be completed, and all related documents must be attached. _____ (Initial)
3. All applicants must pay the fees unless waived by the Commissioner of the Department of Public Works by written approval. _____ (Initial)
4. Proof of receipt of a valid Health Permit must be provided along with the stamped valid permit from the Department of Health, Division of Environmental Health. _____ (Initial)
5. Each applicant must participate in an interview with officials of the Fort Christian Parking Lot. _____ (Initial)
6. The Fort Christian Parking Lot Manager or representative will brief each applicant regarding permitted activities and procedures for utilizing the facility. _____ (Initial)
7. Upon completion of the interview, successful applicants will be required to pay a rental fee and maintenance fee for the type of activity proposed. _____ (Initial)
8. Each applicant will be provided with a copy of the agreement and a receipt for payment received. _____ (Initial)
9. If applicable, each application will be required to obtain a liquor license from the Virgin Islands Police Department (VIPD) that certifies approval for the sale of alcoholic beverages. _____ (Initial)
10. Upon receipt of VIPD approval, each applicant will be required to present proof of liquor license to the Fort Christian Parking Lot Manager. _____ (Initial)
11. The Fort Christian Parking Lot Manager will sign the official agreement authorizing the use of the facility. _____ (Initial)
12. Upon completion of the activity and compliance with the maintenance requirements, each applicant is responsible for returning the parking lot facility in good condition. _____ (Initial)
13. Any kind of equipment (fencing, fencing trailer, generator, stage, tents, tables, supplies vehicle, supplies, etc...) left behind from the activity will forfeit the refund of your deposit. _____ (Initial)



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CANCELLATIONS:

Cancellations must be made in writing to the Parking Lot Manager at least ten (10) business days before the scheduled event.

METHOD OF PAYMENT:

The department accepts all forms of payment.

MAINTENANCE 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 operation of the concession at the facility or when patrons/persons patronizing the activity in connection with my/our said facility whatsoever for any claim arising from my/our said facility whatsoever for any claim arising from my/our use of the Fort Christian Parking Lot.

Printed Name of Applicant

Signature

Date