



Pavilion & Gazebo Rental Application

Buchanan Town Park
485 Lowe Street
Buchanan, VA 24066

This application is for reserving the small pavilion, large pavilion, or gazebo at Buchanan Town Park. For full park rentals, please use the Special Event Permit Application.

Please complete all applicable sections and provide any required information or attachments. Reservation fees are due at the time of booking. All reservations are subject to Town approval.

Facility	Seating Capacity	Resident/Nonprofit	Non-Resident/Corporate
Small Pavilion	Approx. 25 people	\$40	\$50
Large Pavilion	Approx. 75 people	\$60	\$70
Gazebo		\$75	\$100

Applicant Information

Organization/Business (if applicable): _____

Contact Person: _____

Email: _____

Phone Number: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Reservation Category (select one)

☐ Buchanan Resident ☐ Non-Resident ☐ Nonprofit ☐ Corporate

Reservation Details

Date(s): _____

Reservation Start Time: _____ Reservation End Time: _____

Facility Requested: (select all that apply) ☐ Small Pavilion ☐ Large Pavilion ☐ Gazebo

Purpose of Reservation: _____

Will admission fee be charged? ☐ Yes ☐ No If yes, amount: _____

Estimated Attendance: _____

Applicant Agreement

By checking this box, the applicant certifies that all information provided is true and accurate to the best of their knowledge and agrees to comply with this application, all applicable Town ordinances, including the Zoning Ordinance, the Town Park Rules, and the Town Park Rental Policy. The applicant further agrees to pay the reservation fee upon submission and, if approved, all applicable rental fees and the refundable security deposit prior to the event, and to obtain any required permits, licenses, and approvals.

☐ I agree

Applicant Signature _____ Date _____

Co-Signature (*if applicable*) _____ Date _____

Application Submission

Completed applications and reservation fees may be submitted:

In Person:

Town of Buchanan
19753 Main Street
Buchanan, VA 24066

By Mail:

Town of Buchanan
PO Box 205
Buchanan, VA 24066

By Email:

HCrawford@buchanan-va.gov

For emailed applications, payment instructions will be sent after your application is received

Questions? Contact:

Town of Buchanan

19753 Main Street | PO Box 205
Buchanan, Virginia 24066
(540) 254-1212

TOWN USE ONLY

Date Received: _____ Reservation Fee Amount: _____ ☐ Paid Date: _____

Application Status:

☐ Approved

☐ Denied

Reviewed By: _____ Review Date: _____

Comments: _____

Once Approved:

Processed By: _____