

**City of Winchester Trolley
Internal Department Request Form**

To secure a reservation for the City Trolley, please fill out the following information and return it to Winchester Parks and Recreation at least ten (10) days prior to the date of the event. Application can be submitted by e-mail, fax or inter-office mail. Please submit emailed applications to jennifer.stotler@winchesterva.gov.

TROLLEY REQUESTOR INFORMATION		
Event Date:		
Total Hours of Use:	Pick Up Time:	Drop Off Time:
Department Requesting Use:		
Contact Person:		
Office Phone:		
Mobile Phone:		
E-mail Address:		
Type of Event:		
Starting Address:		
Destination Address:		
Please provide specific event details (in the box below) pertaining to Trolley use. Please include a map if you would like the Trolley to travel a specific route.		
Note: The Trolley accommodates a maximum of 26 passengers.		
<input type="checkbox"/> I acknowledge that there will be a fee of \$35 per hour for use.		

Admin Use Only

Date Reserved:	Reserved By:
Fee Paid	Driver Reserved:

Last Updated 9/23/14