

## City of Newport News Trolley Terms & Conditions

- Turn by turn trolley route directions shall be submitted at least 10 business days in advance.
- All route height clearances must be verified; trolleys are 11'8".
- If locations, property owners or residents need to be informed of trolley stops/routes, this responsibility will fall on the organization requesting the trolley(s). This includes the design, printing and distribution of postcards, flyers, etc.
- If applicable, confirmation needed from a property owner allowing a parking lot to be used as a trolley stop.
- The City will not be liable for any expenses, claims, and/or damages that may result from the mechanical failure of the trolley that prevents its use.
- It is understood that no alternative vehicle is available for substitute for the trolley should mechanical failure prevent its use.
- Any trolley usage is contingent on trolley availability, driver availability, and weather.
- Trolleys should remain within the Newport News city limits.
- It is understood that filling out the form is a request and not a booking confirmation.
- Cancellations and changes are due 72 hours in advance.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date Submitted

I agree to the above trolley restrictions and terms for the booking of the trolley.

**Please email completed form to: [trolley@nnva.gov](mailto:trolley@nnva.gov) & [trossjm@nnva.gov](mailto:trossjm@nnva.gov)**

### For Internal Use Only

\_\_\_\_ Trolley Request Approved

\_\_\_\_ Trolley Request Denied

Security Required \_\_\_\_\_ Yes

\_\_\_\_ No

Driver(s) Assigned: \_\_\_\_\_



Newport News Visitor Center  
13560 Jefferson Avenue  
Newport News, VA 23603  
757-886-7777 | visitnewportnews.com

## City of Newport News Trolley Usage Request Form

### CONTACT INFORMATION

Name of Organization and/or Event: \_\_\_\_\_

Location of Event (if applicable): \_\_\_\_\_

Department: \_\_\_\_\_

On-Site Contact Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Total Number of Passengers Anticipated: \_\_\_\_\_

Number of Trolleys Requested: \_\_\_\_\_

Date(s) Trolley Needed: \_\_\_\_\_

Time(s) Trolley Needed: \_\_\_\_\_

Passenger Boarding Location(s): \_\_\_\_\_

Passenger Exit Location(s): \_\_\_\_\_

Route Description (with turn by turn directions, due 10 business days in advance of trip):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### TROLLEY FACTS:

The trolley seats 22 passengers.

The trolley is air conditioned and heated.

The trolley is wheelchair accessible (2 maximum).

The trolley has wood bench seating.

The trolley is enclosed with windows.