

Special Event Permit Application



To apply for a Special Event Permit, complete this application. Submit this application form, in both a hard copy with an event site plan and a **\$25.00 application fee** payable to the Town of Christiansburg. *If you wish to apply for a Special Events Grant please see the Special Events Policy and Grant Program. (Funds are not guaranteed. Approval will be based on review by the Special Events Approval Committee and the availability of funding.)* **This application must be received at least forty five (45) days prior to your event to be considered for approval.**

| | | | | | |
|---|---------------------------|----------------------------------|---|---------------------------|----------------------|
| Event Name | <input type="text"/> | | | | |
| Start Date | <input type="text"/> | End Date | <input type="text"/> | | |
| Annual Event | <input type="text"/> | 1st Time Event | <input type="text"/> | Longevity of Event | <input type="text"/> |
| Alcohol Served | <input type="text"/> | | | | |
| Event Category (check all that apply) | Community Festival | <input type="text"/> | | Concert | <input type="text"/> |
| | Run/Walk | <input type="text"/> | | Parade | <input type="text"/> |
| | Bike Race/Tour | <input type="text"/> | | | |
| | Other (specify) | <input type="text"/> | | | |
| Event Organizer | <input type="text"/> | | | | |
| Street Address | <input type="text"/> | | | | |
| City/Town | <input type="text"/> | State | <input type="text"/> | Zip | <input type="text"/> |
| Primary Contact | <input type="text"/> | | Phone # | <input type="text"/> | |
| Fax# | <input type="text"/> | | Email Address | <input type="text"/> | |
| Additional Event Partner | <input type="text"/> | | | | |
| Primary Contact | <input type="text"/> | | | | |
| Phone# | <input type="text"/> | | Email Address | <input type="text"/> | |
| Event Sponsors | <input type="text"/> | | | | |
| Description of Event (Provide thorough details of event, activities, programs & schedule) | <input type="text"/> | | | | |
| Event Venue/Site(s) (Provide thorough details activities, programs and schedule) | <input type="text"/> | | | | |
| Admission/Entry Fee: | In Advance | <input type="text"/> | Day of Event | <input type="text"/> | |
| Overall Attendance Estimate | <input type="text"/> | | Largest One-Time Attendance Estimate | <input type="text"/> | |

| | |
|---|--|
| <p>Event Start Date <input style="width: 100%; height: 20px;" type="text"/></p> <p>Time Open to Public <input style="width: 100%; height: 20px;" type="text"/></p> <p>Actual Event Start Time <input style="width: 100%; height: 20px;" type="text"/></p> <p>Music/Sound Start Time <input style="width: 100%; height: 20px;" type="text"/> (include sound checks)</p> <p>Alcohol Service Start Time <input style="width: 50%; height: 20px;" type="text"/></p> | <p>Event End Date <input style="width: 100%; height: 20px;" type="text"/></p> <p>Time Closed to Public <input style="width: 100%; height: 20px;" type="text"/></p> <p>Actual Event End Time <input style="width: 100%; height: 20px;" type="text"/></p> <p>Music/Sound End Time <input style="width: 100%; height: 20px;" type="text"/></p> <p>Alcohol Service End Time <input style="width: 50%; height: 20px;" type="text"/></p> |
| <p>2nd Date of Event <input style="width: 100%; height: 20px;" type="text"/></p> <p>Time Open to Public <input style="width: 100%; height: 20px;" type="text"/></p> <p>Actual Event Start Time <input style="width: 100%; height: 20px;" type="text"/></p> <p>Music/Sound Start Time <input style="width: 100%; height: 20px;" type="text"/> (include sound checks)</p> <p>Alcohol Service Start Time <input style="width: 50%; height: 20px;" type="text"/></p> | <p>Time Closed to Public <input style="width: 100%; height: 20px;" type="text"/></p> <p>Actual Event End Time <input style="width: 100%; height: 20px;" type="text"/></p> <p>Music/Sound End Time <input style="width: 100%; height: 20px;" type="text"/></p> <p>Alcohol Service End Time <input style="width: 50%; height: 20px;" type="text"/></p> |
| <p>3rd Date of Event <input style="width: 100%; height: 20px;" type="text"/></p> <p>Time Open to Public <input style="width: 100%; height: 20px;" type="text"/></p> <p>Actual Event Start Time <input style="width: 100%; height: 20px;" type="text"/></p> <p>Music/Sound Start Time <input style="width: 100%; height: 20px;" type="text"/> (include sound checks)</p> <p>Alcohol Service Start Time <input style="width: 50%; height: 20px;" type="text"/></p> | <p>Time Closed to Public <input style="width: 100%; height: 20px;" type="text"/></p> <p>Actual Event End Time <input style="width: 100%; height: 20px;" type="text"/></p> <p>Music/Sound End Time <input style="width: 100%; height: 20px;" type="text"/></p> <p>Alcohol Service End Time <input style="width: 50%; height: 20px;" type="text"/></p> |

Event Merchants & Vendors Information

| | |
|--|--|
| <p>Food Served/Sold at Event <input style="width: 100%; height: 20px;" type="text"/></p> <p># of Non-Profit Vendors <input style="width: 100%; height: 20px;" type="text"/></p> <p># of Vendors Needing Electricity <input style="width: 100%; height: 20px;" type="text"/></p> <p>Cooking Method Charcoal <input style="width: 100%; height: 20px;" type="text"/></p> <p>(check all that apply) Electric <input style="width: 100%; height: 20px;" type="text"/></p> | <p># of Vendors <input style="width: 100%; height: 20px;" type="text"/></p> <p># of For- Profit Vendors <input style="width: 100%; height: 20px;" type="text"/></p> <p># of Vendors Needing Water <input style="width: 100%; height: 20px;" type="text"/></p> <p>Gas/Propane <input style="width: 50%; height: 20px;" type="text"/></p> <p>Other <input style="width: 100%; height: 20px;" type="text"/></p> |
| <p>Merchandise sold at Event <input style="width: 100%; height: 20px;" type="text"/></p> <p># of Non-Profit Vendors <input style="width: 100%; height: 20px;" type="text"/></p> <p># of Vendors Needing Electricity <input style="width: 100%; height: 20px;" type="text"/></p> | <p># of Vendors <input style="width: 100%; height: 20px;" type="text"/></p> <p># of For-Profit Vendors <input style="width: 100%; height: 20px;" type="text"/></p> <p># of Vendors Needing Water <input style="width: 100%; height: 20px;" type="text"/></p> |
| <p>Other Items/Services Sold <input style="width: 100%; height: 20px;" type="text"/></p> <p># of Vendors <input style="width: 100%; height: 20px;" type="text"/></p> <p># of Non-Profit Vendors <input style="width: 100%; height: 20px;" type="text"/></p> <p># of Vendors Needing Electricity <input style="width: 100%; height: 20px;" type="text"/></p> | <p>Describe Items/Services <input style="width: 100%; height: 40px;" type="text"/></p> <p># of For-Profit Vendors <input style="width: 100%; height: 20px;" type="text"/></p> <p># of Vendors Needing Water <input style="width: 100%; height: 20px;" type="text"/></p> |

Event Venue Set-Up & Break-Down Information

Event Venue Set-Up Date(s)

Set-Up Start Time

Set-Up Finish Time

Venue Break-Down Date(s)

Break Down Start Time

Break Down Finish Time

Additional Venue(s) or sites required for Event set-up or staging

Requested street(s) to be Closed

Proposed date(s) and times of street closures

Will you be supplying any of the following items or elements at your Event?

| | | | |
|----------------------|----------------------|----------|----------------------|
| Dumpsters | <input type="text"/> | Quantity | <input type="text"/> |
| Portable Toilets | | Quantity | <input type="text"/> |
| Trash Cans | <input type="text"/> | Quantity | <input type="text"/> |
| Recycling Containers | <input type="text"/> | Quantity | <input type="text"/> |
| Banners or Signs | | Quantity | <input type="text"/> |
| Fencing, barricades | <input type="text"/> | Type | <input type="text"/> |
| Special Lighting | | Describe | <input type="text"/> |
| Shuttle Service | <input type="text"/> | Describe | <input type="text"/> |
| Site Decorations | <input type="text"/> | Describe | <input type="text"/> |
| Catered Food | <input type="text"/> | Describe | <input type="text"/> |
| Live Entertainment | <input type="text"/> | Describe | <input type="text"/> |

Stage, bleachers or other structures Describe Quantity

Event website or hot-line phone URL or Phone #

Fireworks, fires or pyrotechnics Describe

Name of fireworks contractor

Will you be supplying any of the following items or elements at your Event? (Cont'd)

| | | | | | |
|--|----------------------|--------------|----------------------|----------|----------------------|
| Booths, exhibits or displays | <input type="text"/> | Describe | <input type="text"/> | Quantity | <input type="text"/> |
| Tents or Canopies | <input type="text"/> | Size-Sq. ft. | <input type="text"/> | Quantity | <input type="text"/> |
| Vehicles/Trailers | <input type="text"/> | Describe | <input type="text"/> | Quantity | <input type="text"/> |
| Animals | <input type="text"/> | Describe | <input type="text"/> | Quantity | <input type="text"/> |
| VIP Area | <input type="text"/> | Describe | <input type="text"/> | | |
| Amplified | <input type="text"/> | Describe | <input type="text"/> | | |
| Music/Sound Rides, inflatables Other amusement items | <input type="text"/> | Describe | <input type="text"/> | Quantity | <input type="text"/> |
| Event Day Staff | <input type="text"/> | Quantity | <input type="text"/> | Hours | <input type="text"/> |

Are you requesting that the Town of Christiansburg provide any of the following items/elements for you Event?

(Check and complete all that apply)

| | | | |
|----------------------------------|--------------------------|----------|----------------------|
| Electrical Service | <input type="checkbox"/> | Describe | <input type="text"/> |
| Water Service | <input type="checkbox"/> | Describe | <input type="text"/> |
| First Aid Service | <input type="checkbox"/> | Describe | <input type="text"/> |
| Crowd Control Barricades | <input type="checkbox"/> | Describe | <input type="text"/> |
| Unique Grounds Preparation Needs | <input type="checkbox"/> | Describe | <input type="text"/> |
| Stage | <input type="checkbox"/> | Describe | <input type="text"/> |
| Other Town Services | <input type="checkbox"/> | Describe | <input type="text"/> |

How will you obtain event staff?

How many staff persons will you have working the following areas?

| | | | |
|-----------------------|----------------------|---------------|----------------------|
| Entry/exit gates | <input type="text"/> | Clean-up crew | <input type="text"/> |
| Beer/wine garden area | <input type="text"/> | Other | <input type="text"/> |
| Parking Area | <input type="text"/> | | |
| Stage Area | <input type="text"/> | | |

How do you plan to notify residents and businesses who may be affected by your event?

| | | | |
|--------------|----------------------|--------|----------------------|
| Door to Door | <input type="text"/> | Flyers | <input type="text"/> |
| Phone Calls | <input type="text"/> | Other | <input type="text"/> |

How do you plan to market/promote your event? Event organizers may also be required to fulfill additional public notification efforts at the discretion of Town staff.

| | | | |
|---------------|----------------------|---------------|----------------------|
| Television Ad | <input type="text"/> | Street Banner | <input type="text"/> |
| Newspaper Ad | <input type="text"/> | Radio | <input type="text"/> |
| Website | <input type="text"/> | Other | <input type="text"/> |
| Bill Boards | <input type="text"/> | | |

Liability Insurance Information

A certificate of insurance for this event must be presented to the Town of Christiansburg no later than fifteen (15) calendar days prior to the start date of the event. If the information requested below is not available when this application is submitted, it can be added later, but not later than the fifteen (15) day deadline previously noted.

| | | | |
|------------------|----------------------|---------------|----------------------|
| Insurance Agency | <input type="text"/> | Agent's Name | <input type="text"/> |
| Business Phone | <input type="text"/> | Policy number | <input type="text"/> |
| Policy \$ Limits | <input type="text"/> | | |
| Address | <input type="text"/> | | |
| City | <input type="text"/> | State | <input type="text"/> |
| | | Zip | <input type="text"/> |

Indemnity Agreement

In consideration for the Town of Christiansburg granting the undersigned Event Organizer representative permission to hold the proposed event on public property and to display, sell, or offer for sale wares, services, and/or food or merchandise within the perimeters of their event venue, the undersigned agrees to assume the defense of and indemnify and save harmless the Town, it's employees, offices and agents against any and all claims, liabilities, judgments, costs, causes of action, damages, expenses and shall pay all attorney's fees, court costs and other cost incurred in defending such claims, which may accrue against, be charged to, be recovered from, or sought to be removed from the Town, it's employees, officers and agents by reason of or on account of any personal injury or death or damage to property arising from the undersigned's event and associated activities, if such personal injury or death or damage of property is caused by the acts or omissions or negligence of the undersigned, or the undersigned's employees and agents or by such acts, omissions, or negligence of any other person subject to the undersigned's control. **The Town, it's employees, officers and agents shall not have to give the undersigned any specific types of notices of such claims.**

Witness the following signature (Event Organizer Signature)

(Signature)

Witnessed by:

Affidavit of Applicant

I certify that the information contained in this Special Event Application is true and correct to the best of my knowledge and belief, that I understand and agree to abide by all regulations, provisions and rules governing Special Events as set forth by the Town of Christiansburg. That I understand that this application is made subject to the rules and regulations established by the Christiansburg Town Council. I agree to abide by these rules and further certify that, on behalf of the organization, I am authorized to commit that organization and therefore agree to be financially responsible for any cost and fees that may be incurred by or on behalf of the Event to the Town of Christiansburg.

Applicant

Title (print or type)

Signature of Applicant (Event Organizer)

Date of Application

A signed hard copy of the Indemnity Agreement and Affidavit of Applicant portions of the Special Event Permit Application must be provided to the Town before an application will considered fully executed. Submit a hard copy of this Special Event Permit Application to the Town of Christiansburg Town Hall.

The Special Event Application was approved/disapproved by Town Manager and Chief of Police contingent upon compliance with the Christiansburg Special Events Policy and Grant Program and all specified conditions being met.

Date

Town Manager Signature

Date

Chief of Police Signature