Christiansburg Special Events Policy & Grant Program

The "Hokie Thunder" Tailgate Sept 11, 2009

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I. Purpose

It is the purpose of this document to establish a process for permitting Special Events conducted on Town streets, public property, parks or facilities. It is recognized that these Special Events enhance the Town of Christiansburg lifestyle and provide benefits to the citizens through the creation of unique venues for expression and entertainment that are not normally provided as a part of governmental services. Additionally, it is recognized that Tax-exempt Non-profit Organizations that benefit the community are central to the quality of life in the Town of Christiansburg and that they often develop through their Special Events the resources to provide essential services to the citizens of the Town of Christiansburg. It is further intended to provide coordinated policies for the regulation of certain activities to be conducted in conjunction with Special Events, to ensure the health and safety of patrons of Special Events, to prohibit illegal activity from occurring within Special Event Venues, and to protect the rights and interests granted a Special Event Permit holder. It is further intended to create a mechanism for cost recovery and revenue sharing for Special Events without having an adverse effect on those Events that contribute economically and socially to the community. It is also the intent of the Town of Christiansburg to protect the rights of its citizens to engage in protected free speech expression activities and yet allow for the least restrictive and reasonable, time, place and manner regulation of those activities within the overall context of rationally regulating Special Events that have an impact upon public facilities and services.

II. Definitions

As used in this policy:

"Special Event" means an activity that meets any one of the following definitions:

(a) Any organized formation, parade, procession or assembly which may include animals, vehicles or any combination thereof, which is to assemble or travel in unison on any Street which does not comply with normal or usual traffic regulations or controls.

(b) Any organized assemblage anticipated to include 200 or more persons at any one time, on any public property, public park or facility which is to gather for a common purpose under the direction and control of a person, organization or company.

(c) Any other organized activity conducted by a person, organization or company for a common or collective use, purpose or benefit which involves the use of, or has an impact on a public property, park or facility that requires Town Services beyond those conveyed in the course of normal and usual Town operation.

(d) Any other organized activity conducted by a person, organization or company that proposes to utilize any public property, park or facility in a manner inconsistent with the design and normal and usual function of such property, park or facility.

(e) Any organized activity conducted by a person, organization or company on any public property, park or facility that plans to sell alcoholic beverages.

(f) Any organized activity conducted by a person, organization or company on any public property, park or facility that plans to charge an admission fee.

(g) Examples of Special Events include, but are not limited to, concerts, parades, circuses, fairs, festivals, community events, mass participation sports (such as, marathons and running events, bicycle races or tours, etc.).

"Commercial Special Event" means any Special Event organized and conducted by any person, organization or company that does not qualify as a Tax-exempt Non-profit Organization or governmental agency.

"Non-Commercial Special Event" means any Special Event organized and conducted by a person, organization or company that qualifies as a Tax-exempt Non-profit Organization.

"**Town-Sponsored Special Event"** means any Special Event directly organized and conducted by the Town of Christiansburg or any Special Event organized by a Non-Commercial Event Organizer that the Town has elected to support through appropriation of funds within the Town's budget.

"Town-Sanctioned Special Event" means any Special Event approved to receive funding through the Town-Sanctioned Special Event Grant Program.

"Event Organizer" means any person, organization or company, who conducts, managers, promotes, organizes, aids or solicits attendance at a Special Event.

"Fees" means charges to Event Organizers for Town Services, venue usage and permits.

"Town Services" means those services provided by the Town that are required and/or necessary for event production.

"Cost Recover" means direct payment by an Event Organizer to the Town in compensation for the direct costs of Town Services incurred during the Special Event.

"Special Event Permit" means a permit issued by the Town which authorizes the use of a public property, park or facility for a Special Event.

"Special Event Venue or Event Venue" means that area for which a Special Event Permit has been issued.

"Street" means a way or place of whatever nature, publicly maintained and open to use of the public for purposes of vehicular travel.

"Tax-exempt Non-profit Organization" means an organization that is exempted from payment of income taxes by federal or state law.

"Vendor" means any Person who sells or offers to sell any goods, food, or beverages within a Special Event Revenue.

"Gross Revenues" means the sum of all revenues received by an Event Organizer for a Special Event, including, but not limited to, cash receipts, licensing, sponsorships, advertising and similar revenues, and concessions.

III) Delegation of Town Manager's Authority

The Town Manager delegates any or all functions under this policy.

IV) Application for Permits

A) Special Event Permit Required

1) For any person, organization or company to conduct, promote, manage, aid, or solicit attendance at a Special Event the person, organization or company shall obtain a Special Event Permit from the Town of Christiansburg.

2) The Town is authorized to:

- Issue permits for Special Events occurring within the town limits pursuant to the procedures established by the Town.
- Is authorized to determine the Special Event Venue.
- Set reasonable boundaries for the Special Event Venue, balancing the Special Event requirements and public health, safety, and welfare.

B) Exemptions to Special Event Permit Requirements

1) The following activities are exempt from the Special Event Permit requirement:

- funeral processions by a licensed mortuary; or,
- athletic contests and their related activities

2) Although not required to obtain a Special Event Permit, an Event Organizer of an activity exempted pursuant to Item 1 above, is required to comply with all regulations established by the Town for the intended public property, park or facility; contract and coordinate the use of the public property, park or facility with the authorized managing Town agency; and comply with regulations governing public safety or health.

C) Application Deadlines

Any person, organization or company seeking the issuance of a Special Event Permit shall apply by filing a completed Special Event Permit Application with the Town not less than ninety (90) calendar days, nor more than two (2) years, before the proposed Special Event date(s). Once the application has filled out it will be presented to Town Council for approval.

D) Application Fee

No Special Event Permit Application shall be considered unless or until the applicant shall have paid a $25.00 application fee. No refund of the application fee will be made unless the applicant is denied approval of a Special Event Permit or the Event Venue is altered or changed in such a manner as to make the proposed Event Venue unsuitable for the proposed event. The Town is not responsible for any costs incurred by the Event Organizer if such site changes and/or alterations do occur.

E) When Application is Deemed Fully Executed

A Special Event Permit Application is deemed fully executed when the applicant has provided all of the information required and requested on the Special Event Permit Application and the Town has approved the application.

F) Indemnification and Reimbursement Agreement

No Special Event Permit Application shall be granted unless the applicant has executed an agreement with the Town, on a form prescribed by the Town, in which the applicant promises and covenants to reimburse the Town for any costs incurred by the Town; and to indemnify the Town and hold it harmless from any liability to any person resulting from any damage or injury occurring in the connection with the permitted Special Event caused by the action of the permittee, the Event Organizer, its officers, employees or agents or any person under their control insofar as permitted by law.

G) Payment of Town Services

Unless otherwise indicated by the Town, the Town will invoice the Event Organizer following the conclusion of the Event for the cost of Town Services provided for the Event. The Event Organizer must pay all invoices within thirty (30) calendar days; thereafter, applicable late fees will apply.

H) Security Deposit

The Town may require an Event Organizer to prepay, in the form of a security deposit, a portion or all of the estimated costs of Town Services for the proposed Special Event. The applicant will be notified of the Security Deposit requirement at the time of official response from the Town to the Special Event Permit Application. A Security Deposit must be paid no later than twenty (20) calendar days prior to the start of the proposed Special Event. The Town reserves the right to revoke a Special Event Permit for non-payment of a required Security Deposit. A Security Deposit may be required at the Town's discretion when:

- The Event Organizer has never before hosted a Special Event within the Town of Christiansburg
- The Event Organizer is not a resident of Christiansburg or is not a business located within Christiansburg.
- The person applying as the Event Organizer is not doing so on behalf of a legal corporation.
- The Town believes there may be some reason it will have difficulty being reimbursed for its costs after the Special Event.

I) Insurance

The applicant shall procure and maintain at all times during its use of the Event Venue, insurance in such amounts and with such coverage as shall reasonably be required by the Town and shall name the "Town of Christiansburg, it's officers, officials, employees and agents" as an additional insured thereunder. The Town of Christiansburg Manager based upon the nature of the activity and the risk involved, shall determine the amounts and type of insurance required. The applicant shall provide the Town with a certificate from an insurer evidencing such coverage no later than fifteen (15) calendar days prior to applicant's use of the Event Venue. The certificate shall also provide that the insurer shall give the Town reasonable advance notice of the insurer's intent to cancel the insurance coverage provided.

J) Permits Not Transferable

No Special Event Permit or conditional approval may be transferred.

K) Order

Special Event Permit Applications shall be considered and processed in order of receipt by the Town. The use of a particular public Event Venue or part thereof shall be allocated in order of receipt of fully completed applications accompanied by the application fee.

L) Amendment or Revision of Application

Any amendment or revision of a Special Event Permit Application shall for purposes of determining its order of priority, relate back to the original filing date. However, the time in which the Town shall grant or deny the application for the permit and serve notice of such granting or denial shall be computed from the date of the amendment or revision. No amendment or revision of a Special Event Permit Application, except those related solely to minor venue layout changes or other minor event logistics, will be accepted within sixty (60) calendar days from the start of the proposed Special Event.

M) Conditional Approval

Special Event Permit Applications which require insurance approval(s), security deposit payment or permits from other governmental entities, or compliance with other terms or conditions, will be reviewed and, if the application otherwise conforms to all other requirements, a conditional approval will be issued. If, within the time prescribed by the Town, any required fee or security deposit is not paid, or an insurance certificate evidencing the requisite insurance is not filed with the Town, or approval or permit of other governmental entities has not been received, or the other terms and conditions have not been met, the conditional approval will automatically expire, the application for permit will be deemed denied. In such instances, the Town will make no refund of the application fee.

N) Special Event Permit Application Review

All Special Event Permit Applications are subject to review by the Town. Event Organizers may be requested to meet with Town representatives to review event plans, layout and all other event logistics prior to the official decision and notification of approval or denial of the Event's application.

O) Written Notice of Approval or Denial

Applicant will be notified within thirty (30) calendar days of the date on which a Special Event Permit application is fully completed and filed with the Town of approval or denial. However, the Town may extend the period of review for an additional fifteen (15) days by issuance of a written notice of extension.

P) Notice of Extended Review or Denial of Permit

Written notice of denial or notice of extension shall be served on the applicant by personal delivery, or by United States mail to the name and address set forth on the application for permit.

Q) Contents of Notice; Grounds for Denial

Notice of denial of a Special Event Permit Application shall clearly set forth the grounds upon which the permit was denied and, where feasible, shall contain a proposal by the Town for measures by which the applicant may supply additional information or amend their original application to accommodate permit approval. In the event a fully executed prior application for the same time and/or venue has been received, and a permit has been or will be granted, the Town shall purpose an alternative venue, if available for the same time, or an alternative time, if available for the same venue.

To the extent permitted by law, the Town may deny a Special Event Permit Application if the applicant or the person on whose behalf the application was made has on a prior occasion made material misrepresentations regarding the nature or scope of an event or activity previously permitted or has violated the terms of a prior Special Event Permit issued on behalf of the applicant.

The Town may also deny a Special Event Permit Application on any of the following grounds:

1) An application (including required attachments and submissions) is not fully completed.
2) An applicant has not tendered the required application fee or has not tendered the required user fee, indemnification agreement, insurance certificate, or security deposit within the deadlines prescribed by the Town.
3) An application contains a material falsehood or misrepresentation.
4) An applicant is legally incompetent to contract or to sue and be sued.
5) An applicant or person on whose behalf the application was made has on prior occasion damaged a public property, park or facility and has not paid in full for such damage, or has other outstanding and unpaid debts to the Town.
6) A Special Event Permit Application for the same time and venue has been received, and a permit has been or will be granted to a prior applicant authorizing uses or activities which do not reasonably permit multiple occupancy of the particular public property.
7) The use or activity intended by the applicant would violate the terms of the Town's Special Event Exclusivity granted a prior applicant that has been or will be granted approval.
8) The applicant requests use of an Event Venue that is unavailable based on the Town's Right of First Refusal policy.
9) The proposed use or activity would conflict with previously planned programs, projects, activities or events organized and conducted by the Town.
10) The proposed use or activity is prohibited by or unsuitable for the uses of the Event Venue.
11) The proposed use or activity would present an unreasonable danger to the health or safety of the applicant, or other users of the public property, park or facility, of Town personnel, or of the public.
12) An applicant has not complied or cannot comply with applicable licensure requirements, fees, taxes, ordinances or regulations of the Town.
13) The proposed use or activity is prohibited by law, by Town Code or ordinance, or by the regulations of the venue's governing public agency.
14) Due to limited resources and personnel capacity, the Town is not able to provide the required or requested resources and/or personnel for the proposed Special Event, or has committed those resources and/or personnel within a similar time frame to a prior applicant.
15) The proposed use or activity will substantially interrupt public transportation or other vehicular and pedestrian traffic in the area of its route.
16) The proposed use or activity would cause an unresolvable conflict with construction or development in the public right-of-way or at a public facility.
17) The proposed use or activity will have unmitigatable adverse impact upon residential or business access and traffic circulation in the vicinity of the Event Venue.
18) An applicant has not provided sufficient off-site parking or shuttle service, or both, required to minimize any substantial adverse impacts on general parking and traffic circulation in the vicinity of the event.

R) Written Estimate of Town Services Costs

Within forty five (45) calendar days of the date on which a Special Event Permit Application is fully completed and filed with the Town, the Event Organizer will be provided an estimate of the costs of Town Services and an outline of the scope of those Town Services to be scheduled and employed at the event. The estimated cost of Town Services will be based on information provided by the Event Organizer and the best estimates of Town staff. The actual costs may vary based on unforeseen factors prior to and during the event and/or changes and deviations from the information within the original Special Event Permit Application.

S) Written Post-Event Review

Within 60 (sixty) calendar days from the completion of a Special Event, the Town will provide the Event Organizer a written review of items and/or concerns related to their Event that may negatively influence the Event Organizer's ability to obtain future Special Event Permits. This review is intended to provide the Event Organizer ample opportunity to address, plan and implement corrective measures prior to filing for a future Special Event Permit.

V) Procedures for Review

A) Review by Town

1) An Event Organizer may within seven (7) calendar days of official notification by the Town, file a written appeal to the Town Manager if:

- A Special Event Permit Application has been denied.
- A specific Town requirement or restriction outlined in an approved or conditionally approved Special Event Permit is considered to be unreasonable. This does not include requests by Event Organizers that fees for Town Services be waived or discounted.

2) The Town Manager shall have seven (7) calendar days from the date on which the appeal was received in which to notify the applicant that the appeal has been affirmed, modified or reversed.

3) Such notice shall be deemed served upon the applicant or permitee when it is personally delivered or sent by United States mail to the name and address set forth on the application permit.

B) Form of Appeal

Any appeal filed pursuant to this policy shall state succinctly the grounds upon which it is asserted that the determination should be modified or reversed and shall be accompanied by copies of the Special Event Permit Application, the written notice of the determination of the original application or request, and any other papers or documentation material to the determination.

VI) Issuance of Town Services for Special Events

1) The Town may provide services for a Commercial or Non-Commercial Special Event, if provisions are made with the Event Organizer for Cost Recovery or Revenue Sharing, or both.
2) The Town may provide services in direct support of a Town-Sanctioned Special Event. Such support will be in the form of relief from all or a portion of Town Services costs. An Event is granted Town- Sanctioned status only when approved by the Town-Sanctioned Special Event Grant Program. (See Addendum I)
3) The Town may provide services in direct support of a Town-Sponsored Special Event, if the funds to offset Town Services costs are within budget limitations of the Town and if the Town Manager finds that a public purpose will be served. (See Addendum II)

VII) Use of Town Logo or Name

Prior authorization from the Town of Christiansburg is required for an Event Organizer to use the words, "The Town of Christiansburg" or "Town of Christiansburg" or a facsimile of the official logo of the Town of Christiansburg, in the title and/or promotional materials of a Special Event.

VIII) Revocation of Special Event Permit

1) A Special Event Permit may be revoked if the Town determines:

a) An Event cannot be conducted without violating the standards or conditions of the Special Event Permit.
b) An Event is being conducted in violation of any condition of the Special Event Permit.
c) An Event poses a threat to public health or safety.
d) An Event Organizer or any person associated with the Event has failed to obtain any other permit required pursuant to this policy.
e) A Special Event Permit was issued in error or contrary to law.

2) Except as provided in Item (3) below, notices of revocation shall be in writing and specifically set forth the reasons for such action.

3) If there is an emergency requiring immediate revocation of a Special Event Permit, the Town may notify the permit holder verbally.

4) An appeal from a revocation shall be handled in the same manner and under the same time requirements as denials of Special Event Permit Applications.

IX) Cost Recovery for Special Events

1) The Town shall charge all Special Events for the actual cost of Town Services. However, the cost of Town Services for Town Sponsored and Town Sanctioned Special Events may be fully or partially paid for by Town provided funding.
2) Whenever a Special Event is conducted without a Special Event Permit when one is required, or an Event is conducted in violation of the terms of an issued Special Event Permit, the Event Organizer shall be responsible for, and the Town shall charge the Event Organizer for the cost of all Town Services.

X) Revenue Sharing for Special Events

1) An Event Organizer of a Commercial or Non-Commercial Special Events may pay the Town a negotiated percentage of Gross Revenues, a flat fee, a combination of percentage of Gross Revenues and a flat fee, or any other revenue sharing agreement the Town Manager deems to be in the best interests of the Town.
2) Cost Recovery under Section IX, shall not be required of a Commercial or Non-Commercial Special Events where payment for such services has been negotiated by the Town Manger within a Revenue Sharing agreement with the Town.
3) The Town Manager shall retain the right to determine when the Town elects to enter into a Revenue Sharing agreement with a Special Event.
4) To apply for a Revenue Sharing agreement with the Town, an Event Organizer must indicate this on their Special Event Permit Application, and subsequently provide all requested information pertaining to the event and organization.
5) All applicable deadlines related to submitting a Special Event Permit Application, Town notification and response to applications (see Section IV) are extended by thirty (30) calendar days for Special Events applying for a Revenue Sharing agreement.
6) An Event Organizer of a Special Event who has entered into a Revenue Sharing agreement with the Town shall make payment and provide a final financial statement audited by a certified public accountant to the Town no later than thirty (30) calendar days after the Event for the fees and revenues to be paid to the Town.

XI) Effect of Receipt of Donations on Status of tax-exempt Non-Profit Organizations

A tax exempt non-profit Organization sponsoring a Non-Commercial Special Event may acknowledge the receipt of cash or in-kind services or goods, donations, prizes or other consideration from for-profit organizations without causing the Event to be considered a Commercial Special Event. Such acknowledgment may include use of the name, trademark, service mark or logo of such a for-profit organization in the name or title of the Event or the prominent appearance of the same in advertising or on collateral material associated with the Event.

XII) Town Authorized to Adopt Rules and Regulations

The Town is authorized to promulgate additional rules and regulations that are consistent with and that further the terms and requirements set forth by the Town and the provisions of law that pertain to the conduct and operation of Special Events.

XIII) Enforcement Authority

The Town is authorized to administer and enforce the provisions of this policy. Town personnel may exercise any enforcement powers as set forth and permitted by law.

XIV) Other Permits and Licenses

1) The issuance of a Special Event Permit does not relieve any Event Organizer or person from the obligation to obtain any other permit or license required pursuant to Town Code.
2) The issuance of any other permit or license issued pursuant to Town Code does not relieve any Event Organizer from the obligation to obtain a Special Event Permit pursuant to this policy.

XV) Venues for Commercial Special Events

Commercial Special Events are permitted only at the following public Event Venues:

1) Anything in corporate limits and town owned property. Excluding private property.

XVI) Special Event Exclusivity

The Town will provide exclusivity to each Event Organizer that is granted a Special Event Permit. This exclusivity will provide sole use of the special event venue on the approved dates as outlined in the approved Special Event Permit. Furthermore, no other similar Special Event will be approved for the same Event Venue for 15 days prior to the start of the approved initial Event, or for 15 days after the last day of the approved Event. Similar Special Events are considered to be events that contain nearly identical themes, activities and/or programs to such a degree that the public would likely confuse the two events and that the hosting of the two events would likely reduce the attendance and/or participation of the initial Special Event. The Town reserves the right to determine when this exclusivity should be enacted and applied.

XVII) Special Event Right of First Refusal

An Event Organizer will be granted the first option for the same or similar date (e.g. third Saturday in a specific month) during the following year for hosting a similar Event.

1) This right of first refusal will expire sixty (60) from the conclusion of the initial Special Event; and,
2) Is not transferable to another Event Organizer.

XVIII) Alcoholic Beverages at Special Events

The following guidelines are for all Special Events that include serving of alcoholic beverages. The purpose of this policy is to:

- Ensure public safety
- Prevent under-age possession of alcohol
- Prevent under-age consumption
- Ensure adequate observation to help prevent intoxication
- Ensure compliance with Virginia Alcohol Beverage Control regulations

1) Serving and consumption of beer and/or wine at any event must be approved by Town Council.
2) Any Special Event held on Town property serving beer and/or wine shall have a defined area for serving and consuming beer and/or wine. This defined area, referred to as a Beer/Wine Garden, may include a portion of or the entire Event Venue.
3) The Event Organizer must obtain the appropriate license from the Virginia Department of Alcohol Beverage Control.
4) All Special Events approved to sell beer and/or wine must provide, prior to the Event, training for the frontline event staff and volunteers responsible for selling and serving beer and/or wine.
5) All event volunteers and staff members engaged in any aspect of serving beer and/or wine (which includes but is not limited to checking ID's, arm banding, ticket sales, serving and monitoring) are prohibited from consuming alcohol during the event. This includes any server who completes their shift and is requested to return to duty.
6) The Applicant of the Alcohol Beverage Control license, or the Event Supervisor in charge, must be present at the Event Venue during the entire event. The Town requires that every event organizer clearly display the name or names of their event's Event Supervisor(s) in the Beer/Wine Garden during the entire Event.

7) The Event Organizer is solely responsibility for assuring that the Beer/Wine Garden is properly supervised and that its event staff has been properly trained to serve such beverages as well as understands that it is against the law of the Commonwealth of Virginia to sell alcoholic beverages to anyone who is less than twenty-one years of age, to anyone that the server knows, or has reason to believe, is intoxicated, or to anyone who has been forbidden to possess alcohol by a court of competent jurisdiction. The Event Organizer is responsible for advising the servers that they could face criminal charges for serving alcohol to any above-described person.
8) The Event Organizer must implement a system of identification and distribution as approved by the Virginia Department of Alcohol Beverage Control that effectively monitors the consumption of each event attendee.
9) Serving of beer and/or wine shall not extend beyond 11:00pm for any Special Event.
10) The Town of Christiansburg reserves the right to deny, cease or restrict, in any manner deemed appropriate, either prior to or during a Special Event the serving or consumption of beer and/or wine. Factors governing this decision will include:

- Proposed Event Venue layout & site plan
- Number of proposed beer and/or wine serving locations
- Anticipated and/or actual number of event attendees
- Nature of the event
- History of the event
- Duration of the event
- The Event Organizer's ability to provide sufficient event staff
- Ability of the event staff to monitor and control under-age consumption
- Concern for public safety
- Evidence of non-compliance with Virginia Alcohol Beverage Control laws and license.

ADDENDUM I

Town-Sanctioned Special Event Grant Program

A) Purpose

It is the purpose of the Town- Sanctioned Special Events Grant Program (hereafter referred to as "Grant Program" or "Grant") to provide funding assistance to Christiansburg based non-profit organizations or Town agencies that wish to host a Special Event on Town property. Funding is for the exclusive purpose of offsetting some or all of the cost of Town Services required for the Special Event. The Town of Christiansburg recognizes that such Special Events can enhance the quality of life for citizens of Christiansburg and provide benefits to citizens through the creation of unique venues for expression and entertainment that are not normally provided as a part of governmental services. Additionally, it is recognized that tax-exempt non-profit organizations that benefit the community are central to the quality of life in Christiansburg and that they often develop through their Special Events the resources to provide essential services to the citizens of Christiansburg. It is further envisioned that these Special Events can enhance the development of tourism by increasing visitation, expenditures, and overnight stays within the Town.

B) Grant Program Guidelines

Any qualified Christiansburg based non-profit organization and/or any Town agency may apply for a Grant according to the following guidelines:

1) The Applicant Organization must be a Town agency or a current qualified non-profit corporation that has been in existence for at least two years.
2) The Applicant Organization must be the primary Event Organizer of the Special Event. Additionally, the Applicant Organization must be the primary financial administrator and event manager, although they may partner with other organizations and/or companies in administering, organizing and promoting the Event.
3) Grants are for those Special Events that clearly display and contain elements that contribute to the quality of life for the Town of Christiansburg. Examples: historical, cultural, arts, community-spirit, wellness, etc.
4) Priority will be given to those Special Events that are to be held in downtown Christiansburg.
5) Priority will be given to those Special Events which will best promote out-of-town visitors.
6) Priority will be given to those Special Events that are expected to be an annual or repeat event; however, a Grant may be approved for a one-time Special Event if such event will significantly impact the quality of life for the citizens of Christiansburg.
7) The Approval Committee will consider such factors as the Applicant Organization's:
    - fiscal stability;
    - track-record in administering Special Events;
    - ability to provide and train the anticipated event staff; and
    - other such factors that provide insight into their ability to effectively administer develop and grow the Special Event.

8) The funds provided through the Grant Program are for reimbursement for Town services only (not for administrative or clerical costs, event production assistance, or to offset the Event's other operating costs). The Town will determine the level of Town services required and/or requested by the applicant in order to safely and effectively administer the Special Event.
9) The maximum amount of any Grant per single Special Event, in a single Town fiscal year is $3,000.00. However, Grants may be approved for less than the maximum $3,000.
10) Grants are provided on a year-to-year basis. The Applicant must apply each year for continued Grant approval.
11) Grants will only be provided to a specific Special Event for a maximum of three years.
12) All efforts will be given to provide Grants to as many Applicant Organizations as possible. To do so, the Approval Committee may limit the number of Grants approved to a specific Applicant Organization during any single fiscal year.
13) The Approval Committee has the sole and final authority in approving Grant Applications.

14) Organizations receiving a Grant may submit an application for other Special Event Grants, but must submit a separate application for each.
15) A Grant Approval Committee will be established by the Town Mayor. The Grant Approval Committee will consist of at least three, and as many as seven, Christiansburg citizens including Town Employees and one Town Council Representative. The Grant Approval Committee will have the sole and final authority in approving Grant Applications. In the event that an Approval Committee member is associated with a Grant Applicant Organization in such a manner as to present a conflict of interest, that Committee member shall withdraw from the approval process during that cycle.

C) Grant Application Procedures & Schedule

Grant Applications must be submitted at least 90 days prior to the event. No Grant Applications submitted less than 90 days prior to the event will be approved. No Applications will be approved for an Event that has already taken place.
The application process is as follows:

1) Complete and deliver the Sanctioned Special Event Grant Application to the Town of Christiansburg;
Town of Christiansburg Town Hall
100 East Main Street
Christiansburg VA 24073
(540) 382-6128
2) Complete and include a Town of Christiansburg Special Event Permit Application with the Sanction Special Events Grant Application.

- Applicants will receive an acknowledgment of receipt of their Application.
- The Town of Christiansburg will provide a cost estimate of Town services for each Grant Application to the Approval Committee within 30 days from the application deadline.
- Notification by the Approval Committee of either approval or denial of an application will be given within 60 days of the application deadline.

3) Approved Grant funds will be reimbursed directly to the Applicant upon satisfactory completion of these items:

- The Applicant must be granted a Special Event Permit from the Town.
- The Applicant must meet and adhere to all Town policies, provisions and regulations related to Special Events.
- The Applicant must submit a post-event report to the Approval Committee within 30 days from the end of the Special Event.
- Each Town department will issue invoices for their respective services directly to the Applicant no later than 30 days after the Event.
- The Applicant must pay these invoices within 30 days of receipt.
- The Applicant must submit a reimbursement request for the approved Grant funds.
- The Applicant will receive the total amount of the approved Grant or the total amount of paid Town services, whichever is less. Payment requests must be submitted to the Special Event Coordinator within 90 days from the end of the Special Event.

ADDENDUM II

Town-Sponsored Special Events

A) Purpose

It is the purpose of listing the Town-Sponsored Special Event criteria to clearly outline the elements required and desired by the Town for this designation. It is further intended to provide a tool that Special Events organizer can use to seek such designation. In order to be granted this status a Special Event and its Event Organizer must clearly display over an extended period of time; a) a high level of community support; b) a positive community contribution; c) stable financial administration and management; and d) the ability to effectively host a Special Event within the guidelines set by the Town. In awarding Town-Sponsored status and its associated funding, the Town of Christiansburg acknowledges that such Special Events greatly enhance the quality of life for citizens of Christiansburg and provide benefits to citizens through the creation of unique venues for expression and entertainment that are not normally provided as a part of governmental services.

B) Town-Sponsored Special Events Criteria

1) Must be approved by Christiansburg Town Council for Town-Sponsored status.
2) The Special Event must show growing or at least a stable public interest. This is exhibited through attendance, sponsorship and community support.
3) The primary Event Organizer must be either a Christiansburg based qualified non-profit Corporation or a Town agency.
4) If the Event Organizer is a non-profit organization, the organization must be financially stable, have an active membership, and provide viable service(s) to the citizens of Christiansburg.
5) The Special Event must clearly display and contain elements that contribute to the quality of life for the Town of Christiansburg. Examples: historical, cultural, arts, community-spirit, wellness, etc.
6) The Event Organizer must have a proven track record of successfully and effectively managing and administering the Special Event. This would include
   - a record of effectively providing and training event volunteers and staff;
   - adherence to Town of Christiansburg policies and provisions related to Special Events;
   - if beer/wine is to be serviced, a record of adherence to Virginia Alcohol Beverage Control policies.
7) The Event Organizer must obtain a Town of Christiansburg Special Event Permit.
8) The Event Organizer must submit a post-event report to the Town within 30 days from the end of the Event.

C) Funding of Town-Sponsored Special Events

1) During the Town's annual budget process, the Town Manager will recommend to Town Council a list of Special Events earmarked for Town-Sponsored status during the upcoming fiscal year.
2) Public funding for Town-Sponsored Special Events is not guaranteed beyond the current fiscal year in which it is approved. Town Council will annually elect to continue this funding.