



Special Events Permit Application

To apply for a special event permit for a Town-sanctioned event, please complete this application and submit it to Events Coordinator, Rachel Vinson, at rvinson@christiansburg.org, or by hand/mail to the Christiansburg Recreation Center at 1600 N. Franklin, Christiansburg, VA 24073. Completed applications must be received at least **45 days prior** to the event to be considered for approval. Major events (requiring the closure of more than three blocks or lasting more than two days) must be received at least 90 days in advance. **The Special Events Permit Application must be completed in its entirety or it will be returned to the applicant and considered incomplete.**

Applications stating “same as before” or “see previous years” or anything similar will be returned. Please include a site plan or map with the application, outlining any applicable run/walk, festival, or parade. The Town reserves the right to have a tent, table, or any other display at any approved event. Event organizer agrees to abide by the Town of Christiansburg Severe Weather and Lightning Policy. Policy is available upon request.

<https://www.christiansburg.org/DocumentCenter/View/9919/Severe-Weather-and-Lightning-Policy->

Definition of a Town-Sanctioned Event

For purposes of this permit application, a special event is defined as any organized assembly that utilizes Town property and resources (examples include public streets, security, trash pick-up, etc.) Alcoholic beverage sales or admission fees are required to be reviewed and approved as part of the special event application. Examples that warrant a permit include, but are not limited to, concerts, parades, fairs, festivals, runs, walks, bike ride/races and community gatherings.

Event Information

Name of Event: _____ Date(s) Requested: _____

Location: _____ Town Space Needed: _____

Time Frame for Set-Up: _____ Time Frame of Actual Event: _____

Time Frame for Clean-Up: _____ Total Hours Needed for Event: _____

Admission: Yes No Admission Price Advance: _____ Admission Price Day-Of: _____

Sponsors: _____ Rain Date(s): _____

Event Organizer Contact Information

Name: _____ Phone: _____ Email: _____

Company/Organization Name: _____

Event Description

Purpose and Description: _____

Specify Type of Event: (check all that apply) Community Festival Bike Race/Tour
 Parade Run/Walk Concert Other _____

Anticipated Attendance: _____ Previous Attendance: _____

Start Location for Event: _____ Finish Location for Event: _____



Town Resources/Services Requested

- Water, Ground Preparation, Electricity, Public Address System, Mobile Stage, Barricades, Police, Rescue

Describe Location and Set-Up Requested for Town Resources i.e. where do you need electricity:

Three horizontal lines for describing location and set-up.

Note: Staff will evaluate the resources/services requested and provide a cost estimate. The Town cannot guarantee any or all of the requested resources/services.

Clean Up (Returning Area to Pre-Event Condition)

Start Date and Time for Clean Up: Finish Date and Time for Clean Up:

Solid Waste Bin Request: Yes No If yes, how many bins?

Solid Waste Bin Drop-off Location:

Recycling Bin Request: Yes No If yes, how many bins?

Recycling Bin Drop-off Location:

Town Clean Up Crew Request: Yes No

Note: Event Organizers are responsible for all cleanup of the event. Town will provide assistance with solid waste trucks if requested.

Does your event require street closure? Yes No

If yes, list your street closure request below (street names and time frame):

Two horizontal lines for street closure request.

If your event is requesting street closures, you are required to provide the town with a public parking plan. Please describe specific lots attendees of your event may use and where handicap access will be provided in your public parking plan below:

Five horizontal lines for public parking plan description.

Notes: Event Organizers will be required to attend a Town Council meeting to request the street closure. Town Council will vote to approve or deny the request.



You are responsible for contacting owners of any lots that will be used for the event and confirming that these owners have granted permission to use their lots for the event.

Local Business and Residents

Please list any potential local businesses or residents that may be adversely affected by your event:

How do you plan to notify the parties listed above about your event (flyers, phone calls, letters)?

Event Staff

Who will be the event staff? _____

How many staff members do you anticipate working the event?

Marketing and Funding

How will the event be advertised and promoted? _____

Is your organization subsidized by the current fiscal budget of the Town of Christiansburg? Yes No

Food and Drink

Are you selling food and drink? Yes No If yes, what will you be selling? _____

Will this event be catered? Yes No If yes, who? _____

Will there be alcohol sold? Yes No Type: Liquor Beer Wine

Please describe in detail and when it will be served: _____

Note: Event Organizers will be required to provide all applicable health permits and ABC licensing beforehand.

Entertainment

Will there be live music? Yes No If yes, who and what time(s)? _____

Will you be providing amplified music or announcements of any type? Yes No

Will you be providing your own speakers? Yes No



What genre of music will be played? _____

Note: Event organizers will be responsible for managing sound decibel requirements to meet the Town of Christiansburg Ordinance and may be asked to adjust the sound as requested by Town staff at any time.

Planned Open Fires, Fireworks or Pyrotechnics will not be permitted unless approval has been granted by the Fire Marshal and the Special Events Committee will not be permitted unless approval has been granted by the Town Fire Marshal and Special Events Committee.

Merchandise

Will you be selling any merchandise or other products? Yes No

If yes, please describe what vendors are selling and the nature of the products: _____

Special Events Grant Program

The grant program allows event organizers/organizations to apply for financial assistance whereby the Town of Christiansburg may subsidize all or some of the cost associated with the event planning and production for Town services and/or resources. Please note that the grant will only cover up to \$8,000 per event. The event organizers/organizations may be required to pay for any expense over the grant amount awarded. You will be notified via email whether you have been approved or not approved for the Special Events Grant within 30 days of receipt of your completed application.

Would you like to apply for the Special Events Grant Program? Yes No

Has your event ever applied for the Special Events Grant Program? Yes No

If yes, when did your event last receive the grant? _____

Will you hold this event if you do not receive the full grant or a partial grant? Yes No

If yes, then how would receiving the grant improve the event? _____

If no, explain why you will not hold the event if it does not receive the full or partial grant:

Where will the revenue gained from the event be allocated? _____



Liability Insurance Information

A certificate of insurance for this event must be presented to the Town of Christiansburg no later than 15 calendar days prior to the start date of the event. The Town requires the event organizer or organization to hold a policy of at least \$1,000,000 in liability. The Town of Christiansburg must also be listed as an additional insured within the policy. If the information requested below is not available when this application is submitted, it can be added later, but no later than the 15-calendar day deadline previously noted.

Insurance Agency: _____ Agent's Name: _____

Business Phone: _____ Policy Number: _____

Policy Dollar Limit: _____

Address: _____

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, its 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 costs incurred in defending such claims, which may accrue against, be charged to, be recovered from, or sought to be removed from the Town, its 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, its employees, officers, and agents shall not have to give the undersigned any specific types of notices of such claims.**

Signature: _____ Date: _____

Name of Applicant: _____

Title: _____



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 that I understand and agree to abide by all regulations, provisions and rules governing Special Events as set forth by the Town of Christiansburg. I understand that the Town has the authority to cancel my event if the Town deems the event unsafe due to weather or any other reason, as stated in the Severe Weather/Lighting Policy. 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.

Name of Applicant: _____ Title: _____

Signature of Applicant: _____ Date: _____

A signed paper 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.



Special Event Application & Special Events Grant Program Approval:

- The Special Event Application **was approved** by Special Events Administration contingent upon compliance with the Christiansburg Special Events Policy and all specified conditions being met.
- The Special Event Application **was not approved.**
- The Town-sanctioned Special Event Grant Application **was approved** by the Grant Committee contingent upon compliance with the Christiansburg Special Events and Grant Program and all specified conditions being met.
- The Special Events Grant Program Application **was not approved.**

Administrator Signature: _____

Date: _____