



To apply for a special event permit for a Town-sanctioned event, please complete this application and submit it to Assistant Director of Parks and Recreation, Charlton McCoy, at clmccoy@christiansburg.org, or by hand/mail to the Christiansburg Recreation Center at 1600 N. Franklin, Christiansburg, VA 24073. This application must be received at least **45 days prior** to the event to be considered for approval. Please include a site plan with the application, outlining any applicable run/walk, festival or parade.

Definition of a Town-Sanctioned Event

For purposes of this permit application, a special event is defined as any organized assembly that utilizes public property—including streets or Town resources—sells alcoholic beverages or charges an admission fee. 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 Description

Purpose and Description: _____

Specify Type of Event: (check all that apply)

Community Festival Bike Race/Tour Parade
 Run/Walk Concert Other (Specify Below)

Other: _____

Anticipated Attendance: _____ Previous Attendance: _____

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



Event Organizer Contact Information

Name: Address:
Phone: Primary Email:
Website:

Town Resources/Services Requested

Water First Aid/Rescue Ground Preparation
Electricity Barricades Police
Public Address System Mobile Stage

Describe Location and Set-Up Requested for Town Resources:

Main Street Banner Request: Yes No

If yes, please provide the following dates: Banner Start Date: Banner End Date:

Street Closure Request (Street Name and Time Frame):

Planned Open Fires, Fireworks or Pyrotechnics: Yes No

Describe:

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?

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

Town Clean Up Crew Request: Yes No

Event Staff

Who will be the event staff?



How many staff members do 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: Applicant 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? _____

Merchandise

Will you be selling any merchandise or paraphernalia? Yes No

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

Transportation and Parking

Will you be providing adequate parking? Yes No

If yes, where? _____



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:

Note: You are responsible for contacting owners of any lots you wish to use for your event and confirming that these owners have granted you permission to use their lots for your event.

Will you be in need of a shuttle bus? Yes No

If yes, please describe provider, when needed and where: _____

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 aforementioned parties about your event (flyers, phone calls, letters)?

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. Please note that the grant will only cover *up to* \$8,000 per event.

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

Will you hold this event if you do not receive the grant or are given partial funds by the 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 grant or partial funds by the grant:



THE PLACE TO BE.
CHRISTIANSBURG VA
Established November 10, 1792

100 East Main Street
Christiansburg, VA 24073
p: (540) 382-6128
f: (540) 382-7338

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

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.

Town Manager Signature: _____ Date: _____



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: _____



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.

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

Town Manager Signature: _____ Date: _____

Mayor Signature: _____ Date: _____