



APPLICATION FOR DEMONSTRATION/PICKETING PERMIT

To apply for a demonstrations/picketing permit for 25 or more persons in parks or streets, please complete this application and submit it to the Office of the Chief of Police in the Christiansburg Police Department at 10 East Main Street, Christiansburg, VA 24073 at (540) 382-3131. This application must be received not less than 45 days nor more than six months prior to the event to be considered for approval.

Please note that a major event (one involving the closure of more than three blocks or which will last more than two days) must be filed not less than ninety days nor more than one year before the first date of the proposed activity.

The following requested information is derived from the requirements stated in Town Code, Chapter 26, Public Safety; Article VI. Special Events and Other Outdoor Assemblies; Division II Picketing and Demonstrations and more specifically in Town Code Section 26-255 "Permit approval process."

Event Information

Applicant: _____ Date(s) Requested: _____

Organization: _____

Person(s) in charge of event (if different than above): _____

Phone: _____ Email: _____

Space Needed: _____

Date and Time of Start: _____ Date and Time of Termination: _____

Hours of Set-Up (if needed): _____

Hours of Actual Event: _____ Rain Date: _____

Event Description

Purpose and Description:

Anticipated Attendance: _____ Previous Attendance Numbers (if applicable): _____

Start/Finish Locations 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

Describe:

Street Closure: (Specify streets and times closed/reopened) _____

Clean-Up: Returning Area to pre-event Condition:

Date and time Clean up starts/finishes: _____

Are you requesting trash cans and/or recycling bins and a Town clean-up crew? _____

Transportation and Parking

Will you be providing adequate parking? _____ If yes, where? _____

Will you be in need of a shuttle bus? _____ 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? i.e. flyers, phone calls:

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: _____ Agent’s Name: _____

Business Phone: _____ Policy Number: _____

Policy \$ 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, 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, 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 Demonstration/Picketing Application is true and correct to the best of my knowledge and belief, that I understand and agree to abide by all regulations in the Code of Town of Christiansburg, including provisions and rules governing Demonstration/Picketing. I understand that the Town has the authority to cancel my event if the Town deems the event unsafe due to weather or other, as stated in the Severe Weather/Lightning 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 (Event Organizer): _____

Title: _____

Signature of Applicant: _____ Date: _____

A signed hard copy of the Indemnity Agreement and Affidavit of Applicant portions of the Permit Application must be provided to the Town before an application will be considered fully executed. Submit a hard copy of this to the Office of the Chief of Police in the Christiansburg Police Department at 10 East Main Street.

Approval recommended/not recommended by Christiansburg Police Department

Chief of Police Signature: _____ Date: _____

This permit is approved/disapproved subject to the above information, all pertinent Town Ordinances and any special provisions listed below:

Town Manager Signature: _____ Date: _____

Special Provisions/Comments:
