TOWN OF ROCKY MOUNT
345 DONALD AVE.
ROCKY MOUNT, VIRGINIA 24151

540.483.7660
FAX : 540.483.8830

E-MAIL: MHANKINS@ROCKYMOUNTVA.ORG
WWW.ROCKYMOUNTVA.ORG

PLANNING COMMISSION
JANET STOCKTON, CHAIR
JOHN SPEIDEL, VICE CHAIR

BUD BLANCHARD
JERRY W. GREER, SR.
INA CLEMENTS
DERWIN HALL
JOHN TIGGLE

MATTHEW C. HANKINS
Assistant Town Manager &
Community Development Director

PLANNING COMMISSION AGENDA

TUESDAY, JUNE 4, 2019
6:00 P.M.

COUNCIL CHAMBERS, ROCKY MOUNT MUNICIPAL BUILDING
345 DONALD AVENUE, ROCKY MOUNT, VIRGINIA

Call to Order and Welcome

I. Roll Call of Members Present

II. Approval of Agenda

III. Review and Consideration of Minutes

   a. May 7, 2019-Regular Meeting Minutes

IV. New Business

V. Old Business

VI. Work Session- Event Application

VII. Commissioner Concerns

VIII. Staff Updates

IX. Adjournment

TOWN OF ROCKY MOUNT
PLANNING COMMISSION
REGULAR MEETING MINUTES
May 7, 2019
6:00 p.m.

The Planning Commission of the Town of Rocky Mount, Virginia met in the Council Chambers of the Rocky Mount Municipal Building, located at 345 Donald Avenue, Rocky Mount, Virginia, at 6:00 p.m. on May 7, 2019, for its regular monthly meeting with Madame Chair Janet Stockton presiding.

Commission Members Present:

- Chair Janet Stockton
- Vice Chairman John Speidel
- Member Derwin Hall
- Member Ina Clements
- Member Bud Blanchard
- Member John Tiggle

Staff Members Present:

- Assistant Town Manager Matthew Hankins
- Town Planner Jessica Heckman
- Planning Commission Clerk Cherie Compton

APPROVAL OF AGENDA

Additions or Corrections: None

Motion: To approve agenda as presented

Motion By: Member Ina Clements

Second: Member John Tiggle

Action: Approved by a unanimous vote of members present

REVIEW AND CONSIDERATION OF MINUTES

Let the record show that prior to the meeting, Planning Commission received the following draft minutes for review and consideration of approval:

April 2, 2019- Regular Meeting Minutes

Additions or Corrections: None

Motion: To approve minutes as presented

Motion By: Member Bud Blanchard

Second: Member Ina Clements

Action: Approved by unanimous vote of members present

Commissioner Concerns

Planning Commission member Ina Clements asked about O'Reilly's, Matthew Hankins stated that the plans have been approved by the Town. Ina also asked about lots on 40 East, Matthew Hankins gave an update that nothing has been submitted for that property at this time.

Staff Updates:

Matthew Hankins updated the commission on the closing of Hardee's and the conversation with them about staying in the market, the Empire Bakery expansion, the animal shelter bid progress, the reopening of El Rio, the contact with Mrs. Wray regarding her building, and the First Responders Memorial.

Jessica Heckman gave an update on Love Works progress, the first art mural located at the old Top Notch building, and the possibilities for the upgrade on the Planning Commission tablets.

With no further discussion, a motion was made to adjourn.

ADJOURNMENT

Motion to Adjourn By: Member Ina Clements

Second: Vice Chairman John Speidel

Action: Approved by a unanimous vote of members present

Time of Adjournment: 6:21 p.m.

_____

Janet Stockton, Chairman

ATTEST:

_____

Cherie Q. Compton, Clerk

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

Start Date **End Date**

Annual Event **1st Time Event** **Longevity of Event**

Alcohol Served

Event Category (check all that apply)

Community Festival **Concert**
Run/Walk **Parade**
Bike Race/Tour
Other (specify)

Event Organizer
Street Address
City/Town State Zip

Primary Contact Phone #
Fax# Email Address

Additional Event Partner
Primary Contact
Phone# Email Address

Event Sponsors

Description of Event
(Provide thorough details of event, activities, programs & schedule)

Event Venue/Site(s)
(Provide thorough details activities, programs and schedule)

Admission/Entry Fee: In Advance Day of Event

Overall Attendance Estimate Largest One-Time Attendance Estimate

Event Start Date		Event End Date	
Time Open to Public		Time Closed to Public	
Actual Event Start Time		Actual Event End Time	
Music/Sound Start Time (include sound checks)		Music/Sound End Time	
Alcohol Service Start Time		Alcohol Service End Time	

2nd Date of Event			
Time Open to Public		Time Closed to Public	
Actual Event Start Time		Actual Event End Time	
Music/Sound Start Time (include sound checks)		Music/Sound End Time	
Alcohol Service Start Time		Alcohol Service End Time	

3rd Date of Event			
Time Open to Public		Time Closed to Public	
Actual Event Start Time		Actual Event End Time	
Music/Sound Start Time (include sound checks)		Music/Sound End Time	
Alcohol Service Start Time		Alcohol Service End Time	

Event Merchants & Vendors Information

Food Served/Sold at Event		# of Vendors	
# of Non-Profit Vendors		# of For- Profit Vendors	
# of Vendors Needing Electricity		# of Vendors Needing Water	
Cooking Method (check all that apply)	Charcoal	Gas/Propane	
	Electric	Other	

Merchandise sold at Event		# of Vendors	
# of Non-Profit Vendors		# of For-Profit Vendors	
# of Vendors Needing Electricity		# of Vendors Needing Water	

Other Items/Services Sold		Describe Items/Services	
# of Vendors			
#of Non-Profit Vendors		# of For-Profit Vendors	
# of Vendors Needing Electricity		# of Vendors Needing Water	

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		Quantity	
Portable Toilets		Quantity	
Trash Cans		Quantity	
Recycling Containers		Quantity	
Banners or Signs		Quantity	
Fencing, barricades		Type	
Special Lighting		Describe	
Shuttle Service		Describe	
Site Decorations		Describe	
Catered Food		Describe	
Live Entertainment		Describe	

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		Describe		Quantity	
Tents or Canopies		Size-Sq. ft.		Quantity	
Vehicles/Trailers		Describe		Quantity	
Animals		Describe		Quantity	
VIP Area		Describe			
Amplified		Describe			
Music/Sound Rides, inflatables Other amusement items		Describe		Quantity	
Event Day Staff		Quantity		Hours	

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		Describe	
Water Service		Describe	
First Aid Service		Describe	
Crowd Control Barricades		Describe	
Unique Grounds Preparation Needs		Describe	
Stage		Describe	
Other Town Services		Describe	

How will you obtain event staff?

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

Entry/exit gates

Clean-up crew

Beer/wine garden area

Other

Parking Area

Stage Area

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

Door to Door

Flyers

Phone Calls

Other

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

Street Banner

Newspaper Ad

Radio

Website

Other

Bill Boards

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 $ Limits

Address

City

State

Zip

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**

Town of Vinton
Special Event Permit Application

To apply for a Special Event Permit, please complete this application. Submit this application form with an event site plan and to the Town of Vinton. This application must be received at least forty-five (45) days prior to your event to be considered for approval.

Event Name_____

Start Date_____End Date_____

Event Category (check all that apply)				
	Community Festival	____	Parade	____
	Run/Walk	____	Bike Race/Tour	____
	Concert	____	Other_____	

Organization_____

Event Organizer (Name)_____

Street Address_____

City_____State_____Zip_____

Phone Number_____Cell Number_____Fax_____

E-Mail Address_____

Event Sponsors_____
_____

Description of Event_____
_____
_____
_____
_____

Event Venue/Site(s)_____
_____
_____
_____

First Time Event_____Annual Event and Longevity_____

Alcohol Served No_____Yes_____

Admission Fee In Advance_____Day of Event_____

Overall Estimated Attendance_____

Event Start Date_____ Event End Date_____

Time Open to Public_____ Time Closed To Public_____

Actual Event Start Time_____ Actual Event End Time_____

Music/Sound Start Time_____ Music/Sound End Time_____

(include sound checks)

Alcohol Start Time_____ Alcohol Service End Time_____

2nd Date of Event_____

Time Open to Public_____ Time Closed To Public_____

Actual Event Start Time_____ Actual Event End Time_____

Music/Sound Start Time_____ Music/Sound End Time_____

(include sound checks)

Alcohol Start Time_____ Alcohol Service End Time_____

3rd Date of Event_____

Time Open to Public_____ Time Closed To Public_____

Actual Event Start Time_____ Actual Event End Time_____

Music/Sound Start Time_____ Music/Sound End Time_____

(include sound checks)

Alcohol Start Time_____ Alcohol Service End Time_____

Event Merchants & Vendor Information

Food Served/Sold at Event _____ # of Vendors _____

# of Non-Profit Vendors _____ # of For-Profit Vendors _____

# of Vendors Needing Electricity___ # of Vendors Needing Water _____

Cooking Method Charcoal____ Gas/Propane _____

(check all that apply) Electric_____ Other _____

Merchandise Sold at Event _____ # of Vendors _____

# of Non-Profit Vendors _____ # of For-Profit Vendors _____

# of Volunteers Needing Elec_____ # of Vendors Needing Water _____

Other Items/Services Sold _____ Describe Items/Services_____

# of Vendors _____

# of Non-Profit Vendors _____ #of for-Profit Vendors _____

#of Vendors Needing Elec _____ #of Vendors Needing Water _____

Event Venue Set-Up & Break Down Information

Event Venue Set-Up Dates_____

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 Streets 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	_____	Quantity_____
Portable Toilets	_____	Quantity_____
Trash Cans	_____	Quantity_____
Recycling Containers	_____	Quantity_____
Banners or Signs	_____	Quantity_____
Fencing	_____	Quantity_____
Barricades	_____	Quantity_____
Special Lighting	_____	Describe_____
Shuttle Services	_____	Describe_____
Site Decorations	_____	Describe_____
Catered Food	_____	Describe_____
Live Entertainment	_____	Describe_____
		_____
		_____
Stage, Bleachers, or Other Structures		Quantity ____Describe_____
		_____
Event web site or hot line phone		_____URL or Phone#_____
Fireworks, Fires, or Pyrotechnics		Describe_____
		(Cont'd)
Name of Fireworks Contractor_____		
Booths, exhibits, or display	_____	Quantity_____
Tents or Canopies	_____	Quantity_____
Vehicles/Trailers	_____	Quantity_____
Animals	_____	Describe_____
VIP Area	_____	Describe_____
Amplified Music/Sound	_____	Describe_____
Rides, inflatables, other	_____	Describe_____
		_____

Are you requesting that the Town of Vinton provide any of the following items/elements for you event?

Water _____ Describe_____
First Aid Service _____ Describe_____
Crowd Control Barricades _____ Describe_____
Unique Grounds Preparation Needs Describe_____
_____

Vinton Farmers' Market Stage_____
Other Staging _____
Other Town Services _____ Describe_____
_____

How many staff persons/volunteers will you have working the following areas:

Entry/exit gates _____ Clean-up Crew _____
Beer/Wine/Beverage Garden _____ Other _____
Parking Area _____
Stage Area _____

How will you obtain event staff?_____

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

Door to Door _____ Flyers _____
Phone Calls _____ Other _____

How do you plan to market/promote your event?

Television Ad _____ Bill Boards _____
Newspaper Ad _____ Street Banner _____
Website(s) _____ Radio _____
Other _____

Will you be using the Town of Vinton Logo in event publicity? Yes___No___
Please provide a copy of your publicity 4-6 weeks in advance of the event.

Liability Insurance Information

A certificate of insurance for this event must be presented to the Town of Vinton Special Programs Director 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 $ Limits _____
Address _____
City_____State_____Zip_____

Indemnity Agreement

In consideration for the Town of Vinton 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, 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.

Event Organizer
Signature_____

Witnessed
by:_____

Certification by 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 Vinton. I understand that this application is made subject to the rules and regulations established by the Vinton 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 Vinton.

Applicant _____
Title (print or type) _____
Signature of Applicant (Event Organizer)_____
Date of Application_____

A signed hard copy of the Indemnity Agreement and Certification of Applicant portions of the Special Event Permit Application must be provided to the Town before an application will be considered fully executed. Submit a hard copy and an electronic version (either email or disk) of this Special Event Permit Application to Mary Beth Layman, Special Programs Director, Town of Vinton.

Town of Vinton
Attention: Special Programs Director
Mailing Address: 311 S. Pollard St.
Office Address: 814 Washington Ave.
Vinton, Virginia 24179
Phone (540)983-0613 Fax(540)983-0639
E-mail: mblayman@vintonva.gov

For Office Use Only

Reviewed By, Sign and Date:

Special Programs Director_____Date_____

Town Manager_____Date_____

Police Department_____Date_____

Fire Department_____Date_____

Rescue Squad_____Date_____

Public Works_____Date_____

INSTRUCTIONS FOR COMPLETING AN ASSEMBLY PERMIT APPLICATION

DEAR APPLICANT:

Attached for your use is the current permit application for public assemblies. This form contains many important items of information for which the applicant will be responsible. Hence, **it is important that the applicant review *all* information and completely fill out all sections of the form.** If a question is not applicable, fill in the blank with "NA" (not applicable).

Public Assembly Permits are required for Special Events that utilize public spaces, such as streets, greenways, public parks and plazas. Events contained to private property do not require a Public Assembly Permit. The use of City greenways, parks, and plazas requires coordination with the Parks and Recreation Department. Use of a public right-of-way (e.g. street, sidewalk) requires coordination with the Public Works Department.

Please see the **City of Roanoke Special Event Policy** and **Special Event Planning Guide** documents for important information about application submittal time frames and the permitting process.

The following items should help you through the process:

- If your event involves the use of a City of Roanoke park, plaza or greenway, please contact the Parks & Recreation Department (215 Church Avenue, SW – Room 303) at (540) 853-2236 or playroanoke@roanokeva.gov to confirm availability and reserve the location prior to submitting the assembly permit application.

- You must contact the City of Roanoke's Police Department (Patrol Administration Office) at (540) 853-1634 at the time your application is submitted to review all issues relating to the general public health, safety and welfare and to determine if police resources will be required.

- Your event may require a certificate of insurance. Please contact our Risk Management Office (215 Church Avenue, SW – Room 209) at (540) 853-2450 to discuss the details of your event. The need for liability insurance coverage is determined by the type of event and any liability issues that it may pose. If it is determined by the Office of Risk Management that you need liability insurance for your event and you do not currently have the coverage, you may search the Internet for information on purchasing event insurance. Prior to purchasing this insurance, make sure that the company is licensed to do business in the Commonwealth of Virginia.

- If more than 1,000 persons are anticipated to congregate at any one time, or if the event is non-stationary (e.g. parade, walk, distance run), an Emergency Action Plan (EAP) is required. Please attach one copy of the EAP to your application. You can fill out the EAP form online at www.roanokeva.gov/639/Emergency-Management or you can complete the EAP template included in the Special Event Planning Guide glossary. You can call Emergency Management at (540) 853-2426 if you need assistance.

- If your event involves liquid wastes, they must be properly managed. Examples of liquid wastes include cooking oil/grease, wash and sanitizing water, beverage service spills, and more. See page 3 of the permit application for more information.

- If there is a valid need for event support vehicles to park within the footprint of a public assembly, you must contact PARK Roanoke at (540) 343-0585 or parking@PARKRoanoke.com to obtain Temporary Parking Permits. Temporary Parking Permits are issued for a specific vehicle at a specific location; therefore, when contacting PARK Roanoke, be prepared to provide detailed information for each vehicle and parking location. It should be noted that Temporary Parking Permits will not be issued solely for the parking convenience of volunteers or event participants.

- Please be sure to sign and date the assembly permit application. **It will be returned to you if not signed and dated.**

- Submit your completed application for events in city parks, city plazas, or greenways to:

  Roanoke Parks and Recreation
  215 Church Avenue, SW, Room 303
  Roanoke, VA 24011
  Phone: (540) 853-2236 Fax: (540) 853-1287
  Email: playroanoke@roanokeva.gov

- Submit your completed application for events in the public right-of-way to:

  Public Works Director, City of Roanoke
  1802 Courtland Road, N.E.
  Roanoke, VA 24012
  Phone: (540) 853-5482 Fax: (540) 853-1270
  Email: appinfo@roanokeva.gov

- Upon approval, a copy will be returned to the applicant and must be readily available at the event. Thank you for your interest in conducting a public assembly in the City of Roanoke. If there are any questions, please contact (540) 853-5482.

Permit Application for

PUBLIC ASSEMBLY

e.g., Parade, Festival, Block Party, Distance Run/Walk, or other group assemblies, on City streets, alleys, sidewalks or other public property or in City parks, see Code of the City of Roanoke (1979), Section 30-102 (g)

Permit # _____

For City Use only:
Check here if permit originated at Parks & Recreation: ☐
Date Received:

APPLICANT INFORMATION

Applicant Name: _____ Organization: _____

Title: _____ E-mail Address: _____

Address: _____ City: _____ State: _____ Zip Code: _____

Phone #: _____ Cell Phone #: _____ Fax #: _____

Event website: _____

Person in Charge of Public Assembly during the Public Assembly (if different from applicant):

Name: _____ Phone #: _____

E-mail Address: _____ Cell Phone #: _____

EVENT INFORMATION

Event Name: _____

Type of Public Assembly Activities: ☐ Festival or Concert ☐ Race/Distance Run, Walk, or Parade
☐ Filming ☐ Neighborhood Block Party
☐ Other (describe) _____

Event Date(s): _____ Rain Date (if applicable): _____

Event Hours: From _____ To _____ Set-up Time: _____ Take-down Time: _____

Estimated attendance: _____

If more than 1,000 persons are anticipated to congregate at any one time or if the public assembly is non-stationary (e.g. parade, race, walk, distance run), an Emergency Action Plan (EAP) is required. **You must submit one copy of the EAP with this application**. Go to www.roanokeva.gov/639/Emergency-Management to access the online EAP form or call Emergency Management at (540) 853-2426 for assistance.

Event Location and Venue: _____

_____

_____

(List all locations where the public assembly will assemble and occur. You must attach a map or diagram which clearly shows the route and/or location of the public assembly)

If the Public Assembly involves the use of a City of Roanoke park, greenway or plaza, the applicant must obtain advance approval from the Director of Parks and Recreation, or the Director's designee, at (540) 853-2236.

If the Public Assembly will occur in a street or on a sidewalk, for at least a portion of the Public Assembly, you must contact the Transportation Division at (540) 853-5482 to determine whether barricades or other traffic control devices will be necessary.

Will the Public Assembly require police officer assistance or a police escort at the head of the Public Assembly?

(Check One) ☐ Yes ☐ No If yes, how many officers? _____

You <u>must</u> contact the Police Department's Patrol Administration Office at (540) 853-1634 at the time your application is submitted to review all issues relating to the general public health, safety and welfare and to determine if police resources will be needed.

Will the Public Assembly involve the use of alcoholic beverages?

(Check One) ☐ Yes ☐ No

If yes, you will need to contact the State ABC Roanoke Regional Office at (540) 562-3604 for additional guidance and approval. Note that in City of Roanoke parks, you may need a City Park Alcohol Permit in addition to any permit required by the State ABC. Please contact the Director of Parks & Recreation, or the Director's designee, at (540) 853-2236.

EVENT INFRASTRUCTURE

Will your event need to use a publicly owned facility such as a park shelter, amphitheater, recreation center, athletic field, or similar facility, or City-owned equipment such as a portable stage?

(Check One) ☐ Yes ☐ No Requested Facility or Equipment: _____

_____

If yes, there may be a user's fee or set-up fee due. Please call Roanoke Parks and Recreation at (540) 853-2236 or go to www.playroanoke.com/parks-facilities/ to reserve the public facility or equipment for your event.

Will the Public Assembly require access to electricity?

(Check One) ☐ Yes ☐ No

If yes, you must contact the Facilities Management Division at (540) 853-5889. Please note that most available electric outlets are 20 amps. You should visit the site of the Public Assembly and be prepared to identify the number of outlets you need to support your event and whether your event requires 220V. If the City is able to provide electricity, depending upon the level of services needed, you may need to allow for additional time for the arrangement of City personnel for such tasks. If the City cannot provide electricity it may be necessary for you to furnish a generator. <u>If a generator is used, you must provide containment and protection measures surrounding the generator during the entire period that the generator is present at the event site to prevent dispersion of any accidental spills</u>.

Will the Public Assembly require access to public water?

(Check One) ☐ Yes ☐ No

<u>Please note that the City cannot guarantee that public water is available at all locations</u>.

Will the Public Assembly include any moving or stationary motor vehicles?

(Check One) ☐ Yes ☐ No If yes, how many and what type? _____

_____

See the Application Instructions for information regarding Temporary Parking Permits issued by PARK Roanoke for stationary event support vehicles. Please note that unless authorized, motorized vehicles are prohibited from driving or parking upon any grass surfaces within the approved assembly area.

What type of animals, if any, will be in the Public Assembly? _____

Will it be necessary to close any streets during the Public Assembly?

(Check One) ☐ Yes ☐ No

If yes, **you must attach a map or diagram** to this application showing all street segments you are requesting to close. Public Works staff, in coordination with other agencies, will evaluate your request and, if approved, will establish a traffic control plan. Depending on the scope of your event or the number of street closures involved, you may be required to provide traffic control devices, such as traffic cones and barricades, and hire off-duty police officers or a private contractor to provide additional traffic control measures.

Will the Public Assembly generate any solid waste trash or recyclables?

(Check One and initial) ☐ Yes _____ ☐ No _____

If yes, for events in City parks you must contact Parks and Recreation at (540) 853-5231. For events in all other locations, you must contact the Solid Waste Management Division at (540) 853-2363. Trash removal is the responsibility of the event organizer. Event planners will need to provide extra trash receptacles for their event. All trash must be removed from the event site.

Will the Public Assembly generate any liquid or semi-solid wastes (fats, oils, grease, wash water, soap, etc.)?

(Check One and initial) ☐ Yes _____ ☐ No _____

If yes, please identify how the liquid/semi-solid wastes will be collected and properly disposed: _____

_____

It is strictly prohibited to discharge any waste to the municipal storm sewer system or any part thereof (inlet, curb gutter, drainage ditch, etc.), or to the ground surface, or to any water body.

If a temporary hook-up to sanitary sewer is desired you must contact the Western Virginia Water Authority at (540) 853-1517. If the part of your event that is generating the liquid waste can be located near a sanitary sewer manhole, this is the City's preferred option.

If a liquid waste collection tank*, and/or septic collection service will be used, list the name and telephone number of the individual or company providing this service: _____

*If a collection tank is used, you must provide containment and protection measures surrounding the tank during the entire period that the tank is present at the event site to prevent the adverse effects of any accidental spills.

Will the Public Assembly involve the use of fire, open flames or fireworks?

(Check One and initial) ☐ Yes _____ ☐ No _____ If yes, what type?_____

If yes, you may need a separate permit issued by the City of Roanoke Fire Marshal's Office. Please call the Fire Marshal at (540) 853-2795 or go to www.roanokeva.gov/712/Permits for more information.

Will amplified sound be used during the Public Assembly?

(Check One) ☐ Yes ☐ No

If yes, what type? _____ During which hours will amplified sound be emitted? _____

Will the Public Assembly use a tent, amusement device, or other temporary structure?

(Check One) ☐ Yes ☐ No

If yes, you may need to obtain a building permit from the Department of Planning, Building and Development. Events that use any of the following will need a basic development plan review and building permit: Tents or other air supported structures greater than 900 square feet in area; Tents or other air supported structures with an occupancy greater than 50 people; Temporary structures greater than 120 square feet in area; Amusement Devices or Inflatables. Please call (540) 853-1090 for more information.

CERTIFICATE OF INSURANCE FOR PUBLIC LIABILITY

Do you represent an organization which has commercial general liability insurance, or an organization which will be charging a fee for participation in the Public Assembly, selling or giving away food or beverages to the general public at the Public Assembly, or setting up a booth, stage or other temporary structure in the public right-of-way, in a public park, or on public property?

(Check One and initial) ☐ Yes _____ ☐ No _____

If yes, prior to the approval of this permit, the Applicant or Permittee shall obtain a certificate of insurance for public liability in the amount of one million dollars. Said certificate of insurance shall name the City of Roanoke as the certificate holder, and in the description of operations, list the City of Roanoke, its officers, agents and employees as additional insured for the specific event name and event date(s).

REIMBURSEMENT OF COST FOR DAMAGES AND EVENT CLEAN-UP (City Code Section 30-107)

The organizer and/or applicant of the special event shall be responsible for producing a copy of the permit upon request of any City official throughout the duration of the event. In addition to the charges authorized by Sections 24-89 and 24-90 of City Code, the City reserves the right to bill an organizer and/or applicant of a special event for reimbursement of the cost for event clean-up and/or repair of damage to streets, sidewalks, structures, or other public property, caused by or directly related to the event. Any organizer and/or applicant of a special event who fails to pick up trash caused by their event and/or causes damage to public property and/or dumps hazardous materials on public property may be assessed the cost of such damages plus an administrative fee of twenty percent (20%) of such costs. All bills must be paid within thirty (30) calendar days of receipt or such will be submitted to the City Treasurer for collection.

APPLICANT'S SIGNATURE

By executing this application, I affirm that I am at least eighteen (18) years of age. I understand that a Public Assembly Permit confers no special privilege contrary to existing law. In addition, I agree to abide by the "Conditions of all Public Assembly Permits" (page 5 of this application) as well as any additional conditions required by the Public Assembly Permit when it is issued. Further, I agree to provide proof of notification, in form acceptable to the Director of Public Works, of all businesses or residences which adjoin any right-of-way which will be barricaded as a result of the Public Assembly.

Signed: _____ **Date:** _____

Submit completed application for events in city parks, city plazas, or greenways to:

Roanoke Parks and Recreation
215 Church Avenue, SW, Room 303
Roanoke, VA 24011
Phone: (540) 853-2236 Fax: (540) 853-1287
Email: playroanoke@roanokeva.gov

Submit completed application for events in the public right-of-way to:

Public Works Director, City of Roanoke
1802 Courtland Road, N.E.
Roanoke, VA 24012
Phone: (540) 853-5482 Fax: (540) 853-1270
Email: appinfo@roanokeva.gov

Conditions of all Public Assembly Permits

Each Permit shall be conditioned upon the following:

(1) The degree of amplification of sound to be emitted from sound trucks or bull horns shall be fixed and not variable. No amplified sound may be emitted from sound trucks or bull horns within one hundred fifty (150) feet of hospital buildings in which medical treatment or care are provided.

(2) No Public Assembly accompanied by noise which disturbs, or tends to disturb, the peace or good order of a primary or secondary public school, or class being held therein, may be conducted within one hundred fifty (150) feet of any primary or secondary public school building while the school is in session, one-half hour before the school is in session, and one-half hour after the school session has been concluded.

(3) Applicant shall notify businesses that have an approved Outdoor Dining Permit and which will be affected by this Public Assembly at least 14 calendar days in advance of the first day of the Public Assembly.

(4) No Public Assembly may be in front of, or directed at, a single residence.

(5) The rate of speed of the Public Assembly shall be fixed, and not variable, except when reasonably required for the safe and orderly conduct of the Public Assembly.

(6) No Public Assembly may unduly disrupt pedestrian or vehicular passage.

(7) No Public Assembly may avoid disrupting pedestrian or vehicular passage by encroaching upon private property.

(8) No Public Assembly may touch, or unduly disrupt, pedestrians or motor vehicles ingressing to, or egressing from, any building or private property.

(9) No person over the age of 16 years may wear a mask, hood or other device so as to conceal the identity of the wearer in violation of §18.2-422 of the Code of Virginia (1950), as amended.

(10) All materials used in the construction of floats used in any Public Assembly shall be fire-retardant materials and shall be subject to such requirements covering fire safety as may be determined by the Roanoke Chief of Fire-EMS. Such requirements shall be conveyed, in writing, to the Applicant within five (5) business days of the issuance of the Application for Permit.

(11) The Applicant shall retain at least one copy of the Permit at the location of the Public Assembly or at the head of the Public Assembly, if the Public Assembly is a parade or march.

(12) **The Applicant shall be responsible for notifying as soon as possible all businesses and residences which adjoin any right-of-way which will be barricaded as a result of the Public Assembly.**

(13) No Public Assembly may be conducted in such a way that it violates any ordinance of the city, any law of the Commonwealth of Virginia, or any law of the United States.

(14) No person conducting or participating in a Public Assembly may deviate from, or alter, any of the terms, conditions or contents of an Application for Permit or a Permit.

(15) No person conducting or participating in a Public Assembly may deface, alter, mark or paint any public property, street or sidewalk.

(16) Failure, or refusal, by the Applicant or any participant in a Public Assembly to abide by the conditions of a permit, or the terms of a permit, shall be grounds for revocation of the permit pursuant to Section 30-108.2 of the Code of the City of Roanoke (1979), as amended.

(17) An approved Public Assembly permit is conditioned upon the issuance of all other required permits, if applicable (e.g. Temporary Food Establishment Permit, ABC Permit, Open Burning Permit, Building Permit, Wastewater Discharge Permit).

Town of Rocky Mount
OUTDOOR SPECIAL EVENT APPLICATION

Return To:

Phone:
Fax:
Email:

If an Outdoor Special Event is required in accordance to Town of Rocky Mount Code, this application and any necessary attachments must be completed, signed and forwarded to the Town of Rocky Mount:

60 days prior if	anticipated attendance is 499 or less (and/or) requires closing a minor neighborhood street (i.e., "Block Party" on a "dead-end" or "cul-de-sac" street)
120 days prior if	anticipated attendance is 500 – 1,000 (and/or) requires closure of a minor street with simple traffic control or traffic detour
180 days prior if	anticipated attendance is over 1,000 (and/or) requires closure of a major roadway, intersection or network of streets

Before an Outdoor Special Event Permit is issued, the below non-refundable administrative fee may be required. If a fee is required it will be submitted at the time of application.

TYPE	ADMIN FEE
Event held on public (non-park) or private property	
Event held in a public maintained park	
Block Party or event held on public streets/sidewalks/right-of-ways not requiring road closures (Parades less than ¼ mile in length, less than 5 units and less than 50 people and does not use public streets)	
Event held on public streets/sidewalks/right-of-ways requiring road closures	

If any section of this application does not apply to your event, please select "N/A" and move to the next section.

1. APPLICANT INFORMATION

Full Legal Name of Sponsoring/Producing Organization (Applicant):	Is the organization a 501 or non-profit organization? ☐Yes / ☐No If yes, what is the 501 designation? _ (Proof of certificate may be required)
Street Address:	
City, State, Zip	
Billing Address: (If different from above)	
City, State, Zip	

Applicant Contact:		**Secondary Contact:**	
Name:		Name:	
Title:		Title:	
Phone:	On-site Cell:	Phone:	On-site Cell:
Email:		Email:	
Organization/Event Website: http://www.			

2. EVENT INFORMATION

Event Name: _

Event Dates(s)	Setup Time	Start Time	End Time	Breakdown Time

Rain Date / Times: _

Event Location: *please list specific parks and/or address:* _

Events held on town property require a reservation and/or a Special Use Permit that may have additional fees. Please familiarize yourself with the Shelter Rental Information and Town Park Rental Application / Policy to understand the conditions, limitations and fees for events on Parks property. Please contact :

Will your event be fully or partially held in a Town Park? ☐Yes / ☐ No

If so, have you completed the necessary application(s) with the Town? ☐Yes / ☐ No

Type of Event: *Check all that apply.*

- ☐ Block Party
- ☐ Ceremony
- ☐ Charity Event
- ☐ Community Event
- ☐ Concert / Performing Art
- ☐ Festival/Fair
- ☐ Fireworks / Explosive material
- ☐ Parade/Procession
- ☐ Protest / Rally
- ☐ Other: _

Sporting Event:

- ☐ Triathlon/Marathon
- ☐ Boating/Rowing
- ☐ Bicycle
- ☐ Run / Walk
- ☐ Swim
- ☐ Other: _

Total Expected Daily Attendance: *Please include participants and spectators in the total.*

☐ 0 – 199 ☐ 200 – 499 ☐ 500 – 999 ☐ 1,000 – 2,499 ☐ 2,500 – 4,999
☐ 5,000 – 9,999 ☐ 10,000 – 24,999 ☐ 25,000 +

Event Reoccurrence:

☐ 1st Time ☐ 2 – 4 Times ☐ 5 – 10 Times ☐ 10 + Times ☐ Annual Event

If an annual event, please list your anticipated event date for next year: _
If held previously, please list past locations: _

Event Admission / Entry Fee: *Please include entry fee for runs, walks & bike races.*
This information is required by the Commissioner of the Revenue Office.

- ☐ Parking Fee $ _
- ☐ Ticketed / Gated $_
- ☐ Participation Fee $_
- ☐ Free and Open to the Public
- ☐ Private Event

Will proceeds be used exclusively for charitable purposes? ☐ Yes / ☐ No
If yes, what charitable organization(s)? _
If not, who will benefit from proceeds? _

Entertainment:
☐ Live Music / DJ / Band ☐ Speeches / Presentations ☐ Live Animals / Petting Zoo

3. EVENT SETUP

Site Map Required:
Attach a legible drawing outlining your event plan/route on an 8.5" x 11" piece of paper. Include all equipment set up and measurements. If a beer garden or alcohol service area is part of your layout, attach an additional map that depicts fencing, area dimensions, entrances, exits, and maximum intended capacities. Please contact :

Include: street names, fencing, barriers, barricades, 20' fire lane, fire extinguishers, staging, bleachers, cooking tents, sponsor tents, general assembly tents, cooking areas, generators, vehicles, beer gardens, first aid facilities, portable restrooms, routes with directional arrows, start and finish lines, directional arrow pointing north, etc.

Tents: ☐ **N/A**
Tents larger than 900 sq. ft. or occupancy over 50 people.

Commercial Tents: ☐ Yes / ☐ No
Sizes: _ Number of Tents: _
Provider: _ Contact & Phone Number: __

Number of Cooking Tents: _

Pop-Up / EZ Up Tents: ☐ Yes / ☐ No Number of Pop-Up Tents: _
Provider: _

Bleachers: ☐ **N/A**
Sizes: _ Number of Bleachers: _
Provider: _ Contact & Phone Number _

Staging: ☐ **N/A**
Sizes: _ Number of Stages: _
Provider: _ Contact & Phone Number _

Inflatable & Mechanical Rides & Amusements: ☐ **N/A**
.

Inflatable: ☐ Yes / ☐ No Number of Inflatable Rides: _
Provider: _ Contact & Phone Number _

Mechanical: ☐ Yes / ☐ No Number of Mechanical Rides: _
Provider: _ Contact & Phone Number _

Will admission be charged to event participants for use of these devices? ☐ Yes / ☐ No

Power: ☐ **N/A**
Please describe your plan to provide power for the event. Access to power is not available at most City properties.

Portable Restrooms:
Event organizer is required to provide portable restrooms if sufficient public facilities are not available. It is recommended that a minimum of (1) portable restroom is provided per 150 people during peak event hours. 10% should be ADA accessible.

Do you plan to provide portable restrooms? ☐ Yes / ☐ No

If yes, how many? Standard: _ ADA: _

Rental Provider: _ Contact & Phone Number: __
Delivery Day / Time: _ Pick-up Date / Time: _

4. VENDORS ☐ N/A

If you have **merchandise, food, or beverage vendors** selling goods at your event, please contact the Town Office at _____ for Business License and/or Tax information and requirements.

FOOD VENDORS

Health Department Information:
If you're planning to provide food to the general public, the Health Department Temporary Food Service Permit may be required for each food vendor or sales/serving location. The Temporary Food Service application and fee are due at least 10 business days prior to the event. Please contact -----for more information. Please print this checklist for each of your food vendors to ensure health compliance.

Note: Additional requirements are listed on the application available online.

Fire Department Information:
The Fire Marshal's Office will conduct an on-site inspection of food vendors cooking on-site.
Please print this checklist for each of your food vendors to ensure State Fire Code compliance at time of inspection. On-site inspections will be scheduled by the Fire Marshal's Office.

EVENT VENDOR INFORMATION

Number of FOOD Vendors: _
Number of BEVERAGE Vendors: _
Number of MERCHANDISE Vendors: _
Number of On-site SPONSOR Displays: _

Please provide a list of your vendors below and indicate the following for EACH vendor: ***You may submit this information as a separate document.***

1. Type of Vendor (food, beverage, merchandise)
2. Business / Organization Name
3. Mailing Address
4. Contact Person
5. Phone Number
6. Email Address
7. Goods Sold

5. ALCOHOL ☐ N/A

The sale, service and consumption of alcoholic beverages are subject to Virginia Alcohol and Beverage Control (ABC) regulations, licensing, and permit requirements. Special Event (Banquet) licenses are issued only to non-profit organizations holding or sponsoring a special event at which spirits, beer, or wine is sold by the drink. For more special event ABC information visit http://www.abc.virginia.gov/licensing/banquet.htm#Banquet or call.

Is a non-profit organization providing the alcohol services? ☐ Yes / ☐ No
If yes, indicate name of non-profit organization: _
If no, indicate alcohol service provider: __

Alcohol Service Area or Beer Garden Days, Dates & Hours:

Date:	Start Time:	Finish Time:
Date:	Start Time:	Finish Time:
Date:	Start Time:	Finish Time:
Date:	Start Time:	Finish Time:

6. STREET, HIGHWAY, RIGHT-OF-WAY USE (Block Parties Included) ☐ N/A

Barricades, traffic cones, "No Parking" signs, message boards, etc. may be required by the Public Works Department as part of the Traffic Control Plan. Required materials are the expense of the permit holder and are not included in the Special Event Permit Administrative Fee. Special events may require the use of police officers for crowd and/or traffic control. These needs will be advised by the Police Department and Public Works.

Do you plan to use street parking? ☐ Yes / ☐ No

Please describe your street use. List days, hours, street names, etc.: *(If closures vary by date/time & location, describe in detail) -* ***see section 3 above for site map requirements***

7. AMPLIFIED SOUND ☐ N/A

Code prohibits musical performances between the hours of ___ p.m. and ___ a.m. if the sound is plainly audible at a distance _____ feet or more. You may be entitled to an exemption from certain restrictions of the Noise Ordinance, provided this permit is issued and the use of amplified sound does not exceed the permitted hours of the outdoor special event. In no event shall any sound be amplified past ____ p.m.

What times are you requesting amplified sound?

Date:	Start Time:	Finish Time:
Date:	Start Time:	Finish Time:
Date:	Start Time:	Finish Time:
Date:	Start Time:	Finish Time:

8. FIRE MARSHAL'S OFFICE ☐ N/A

If your event is open to the general public or anticipated attendance exceeds 500 please answer the below questions.

Special Events may require Fire permits. The cost of these permits is not included in the Special Event Permit Administrative fee. Fire permits may be required for tent/canopies, open flame cooking (with propane, charcoal or wood), fireworks, and other uses. This section is required to assist with complying with the requirements of the Virginia Statewide Fire Prevention Code (SFPC) for completing a Fire Evacuation, Fire Safety and Public Safety Plan.

Please provide the below information:

1. In the case of an emergency, how will event attendees safely exit the event site? (Ex: open gates, openings in fence, or event has no perimeter barriers)

2. In the case of an emergency, how will emergency vehicles enter and exit the event site? (Ex. describe appropriate route into the event site)

3. In the case of an emergency, what employees must remain on-site to operate critical equipment before evacuating? (EX: cooking staff, fireworks / explosive staff)

4. In the case of an emergency, what procedures will be done to assist with the rescue of persons unable to use the general means of egress? (Ex: event staff will assist, event security will assist, dedicated volunteers will assist)

5. In the case of an emergency, how will event attendees be notified to relocate or evacuate? (Ex: stage announcements, word of mouth, announcements utilizing amplified sound)

6. In the case of an emergency, how will the fire department or designated emergency response organization be alerted? (Ex: call 911 from cell phone, radios, public safety personnel is on-site)

7. Please provide a list of major fire hazards associated with the event. (Ex. cooking operations, fireworks, explosives)

INCLEMENT WEATHER EMERGENCIES

In the event of Inclement Weather Emergencies in the area of the event (Ex. Severe Thunderstorm Warning, Tornado Warning or other Hazardous Weather Warning) any outdoor event must activate an emergency plan. This plan must clearly identify person(s) and contact information for event staff that will be on-site and is authorized to make command decisions related to emergencies. The event must always have a person on-site who can make command decisions about the delay, postponement or cancelation of the event.

Please provide an alternate on-site point-of-contact.

On-site Contact Name: _
On-site Contact Cell Phone Number: _

Please provide a description of your Inclement Weather Emergency Plan

9. FIRE & EMERGENCY MEDICAL SERVICES ☐ N/A

If your event requires on-site Fire Department apparatus, medical assistance or first response providers standing by, contact the _____.

If yes, services will be provided by:
☐ I am requesting FIRE Apparatus and Personnel I am
☐ requesting EMS Apparatus and Personnel
☐ I will be utilizing a private provider Name of the provider: _
☐ Other: _

Please provide reason for requested Fire or EMS Apparatus and Personnel:

10. SECURITY ☐ N/A

If your event includes serving / selling of alcohol, a security plan is required. Please describe your security plan: *Events on town property require security guard locations indicated on site map for review and approval.*

☐ Volunteers
☐ Private security (DCJS Certified)
Company Name: _
Contact Person: _ Phone Number: _
☐ Uniformed presence provided by:
☐ Off-Duty Police Officers
☐ Sheriff's Deputies

11. PARKING & TRANSPORTATION

How will people get to / from your event? ☐ Personal Vehicles ☐ Shuttle / Satellite Parking ☐ Other: _

Where will event attendees park?
☐ On-site / Public Parking
☐ Park Grounds
☐ Reserved / VIP Parking
☐ Private Property (must acquire written permission from property owner)
☐ Satellite Parking Location
☐ Other: _

Is on-site parking coordination required? ☐ Yes / ☐ No

If so, who will be directing event attendees to park? (Ex. volunteers, Sheriff Deputies, event staff)

12. TRASH & RECYCLING

Permittee shall remove all litter caused by the event. The Town of Rocky Mount encourages vendors and organizers for festivals, special events, and official gatherings to provide recycling containers at events where beverages in cans and/or bottles are sold. Local waste companies offer recycling services. Please see the Special Event Guidebook for recycling information and resources.

Will you be managing your own waste and recycling? ☐ Yes / ☐ No
Will you be hiring an outside vendor? ☐ Yes / ☐ No
List outside vendor/company name: _

13. AMERICANS WITH DISABILITY ACT ☐ N/A

Events on Town property must comply with ADA requirements. Please indicate which of the following you will have at your event:

☐ Designated wheelchair viewing areas
☐ Handicapped – accessible restrooms
☐ Designated handicapped parking area
☐ Sign Language translator
☐ Handicapped-accessible shuttles

14. IF you anticipate OVER 1,000 in attendance please provide the following information ☐ N/A

Public Safety Plan: Events that anticipate over 1000 people, Fire/EMS and Security (Police, Sheriff or Private Security) may be required. Describe in detail, a plan that will address items including, emergency vehicle ingress and egress, fire protection, emergency medical services, public assembly areas, the directing of both attendees and vehicles (including the parking of vehicles), and the need for the presence of law enforcement, Fire and EMS personnel at the event. **If you need assistance with developing the plan, please contact.**

Communication Plan: The event applicant is responsible for coordinating all neighborhood communications efforts to include residents, civic associations, and businesses affected by the event. The Communication Plan must be completed 14 days prior to your event. Please describe your Plan. **If you need assistance with developing this plan, please contact the Town Events Coordinator at .**

☐ Mailer Distribution Date: _
☐ Flyer Distribution Date: _
☐ Email Distribution Date: _
☐ Door Hanger Distribution Date: _
☐ Signage Location(s): _
☐ Other: _

15. INSURANCE ☐ N/A

<u>If your special event is held on *public* property</u>, permittee shall at its own cost and expense pay all required premiums and fees required to furnish the town with an insurance policy or policies for property damage and bodily injury showing out of any one accident or other cause in a sum of not less than **$1,000,000 combined single limit or in the amount specified by the Town Manager or his or her designee** . The Town of Rocky Mount must be listed as additional insured. Additionally, if alcohol is to be served, host liquor coverage will be required. Failure to provide a Certificate of Insurance to the town, may result in the cancelation of the Outdoor Special Event.

Please fax or email your proof of insurance to theTown @

SIGNATURE, CERTIFICATION & RELEASE

I certify that I am an authorized representative of the applicant, and the information that I have provided on this application and any attachments is true and accurate to the best of my knowledge. If this application is submitted electronically, I will submit any necessary attachments electronically or by hardcopy to the Contact information on page 1 of this form. If the event plans change, I will submit a revised application or additional information accordingly.

Permittee shall assume all risks incident to or in connection with the permitted activity and shall be solely responsible for damage or injury, of whatever kind or nature, to person or property, directly or indirectly arising out of or in connection with the permitted activity or the conduct of permittee's operation. Permittee hereby expressly agrees to defend and save the Town of Rocky Mount, its officers, agents, employees, and representatives harmless from any penalties for violation of any law, ordinance, or regulation affecting its activity and from any and all claims, suits, losses, damages or injuries directly or indirectly arising out of or in connection with the permitted activities or conduct of its operation or resulting from the negligence or intentional acts or omissions of permittee or its officers, agents, and employees, including permittee's invitees.

I acknowledge that all information contained in this application is subject to public disclosure and that the town has the right to cancel any event on public property when it is necessary to protect the health and safety of the general public.

Name and Title (if any) of Person Signing on Behalf of Applicant:
Date:
☐ By checking this box as an electronic signature, I agree on behalf of the applicant to all the terms and conditions that may apply to the Special Event permitting process and agree that all information contained in this application is true and correct to my knowledge. All documents received by the Town are public documents and subject to public disclosure in accordance with the Commonwealth of Virginia Freedom of Information Act.

OUTDOOR SPECIAL EVENT POINTS - OF - CONTACT

City Events Coordinator:
Commissioner of Revenue :.....
Development and Permits .....
Emergency Medical Services .....
Fire Marshal's Office.....
Parks, Recreation and Tourism Department .....
Police Department – Special Operations (traffic division) .....
Public Works-Traffic Engineering .....
Sheriff's Office .....
Virginia Alcoholic Beverage Control .....
Virginia Department of Health.....

Once completed, please save this application to your computer and email to _____ for review.

TOWN WEB CALENDAR SUBMISSION

Is your event on the Town of Rocky Mount website calendar? We welcome submission of events that meet the following guidelines:

The Web Calendar is a media outlet hosted by the Town of Rocky Mount and made available to non-profit organizations and community groups to post their events and programs.

This calendar is viewed by the general public and only features events that are open to the general public and of general community interest. Only events held in the town will be included.

Any event which includes or promotes the following will not be permitted on the Web Calendar:

- Promoting illegal activity
- Promotion of hostility or violence
- Promotion of political organization, products, or personal information
- Promotion of religious views and activities
- Solely designed to promote private business / industry
- Attack on ethnic, racial or religious groups
- Personal attacks
- Promotion of sexual, obscene or pornographic activities
- Promotion of violent, profane, hateful, or racist content or ideas

The town reserves the right to deny any event submission.