



Special Event Application

Please review the entire application to ensure the information is completed correctly. (Applicants are encouraged to review the Special Event Guidelines beginning on page 7, before beginning the application.) Once all documentation has been received, the application will be reviewed, and the applicant will be contacted about the status of the proposed event. Applicants may be requested to meet with City representatives and others to review event plans, layout and logistics.

This application must be submitted at least 60 days prior to the date of the proposed event. Special events may be denied if required time lines are not strictly observed or if there are inadequate safety measures, street closing conflicts or other logistical concerns. Applicants are encouraged to defer promotion of a proposed event and commitments for goods and services until receipt of approval of the event.

Submit completed application and supporting documents to the City Manager's Office.

EVENT TITLE: _____

PRIMARY CONTACT INFORMATION

Organization/Applicant Name: _____

Contact Name: _____

Contact Title: _____

Contact Phone: _____

E-mail Address: _____

Mailing Address: _____

EVENT CONTACT INFORMATION (if different from above—must be present for duration of event)

Event Contact Name: _____

Event Contact Title: _____

Event Contact Phone: _____

Event Contact Email Address: _____

EVENT SUMMARY

Date(s) of Event: _____

Location: _____

Event Hours: Set-up time: From _____ to _____

Event time: From _____ to _____

Clean-up time: From _____ to _____

Type of Event: _____
(Fundraiser, run/walk, etc.)

Is this an annual event? Yes No Number of years event has been held: _____

Description of Event _____
(Activities, benefitting cause, etc.) _____
attach additional sheet, if needed _____

Size of Event: (Estimated) Volunteers/Staff: ____ Participants: ____ Spectators: ____

Will the event affect the flow of traffic on a public street within the City of Staunton? Yes No

Will food or merchandise be sold? Yes No

Subject to limited exemptions, all vendors must have a current business license. A promoter’s license may also be required. Contact the Commissioner of Revenue at (540) 332-3829 for details. The collection and remittance of applicable taxes will be the responsibility of each individual vendor.

Will food or beverages be prepared or served on site? Yes No

The Virginia Department of Health (VDH) requires the submission of an application for a temporary food permit when food will be prepared or served at an event. Permits are also required to serve or provide samples from any open containers, whether items are sold or offered at no cost. Contact VDH at (540) 332-7830 to obtain an application and information concerning requirements.

Will alcohol be served? Yes No

Alcohol may be served only with a license from Virginia Department of Alcoholic Beverage Control (ABC). Contact ABC for more information at (804) 213-4400. Alcohol is prohibited in City parks.

Will security be needed? Yes No See Section 2 for additional information.

REQUEST FOR RESOURCES (check all that apply)

- Amusement Devices**—Amusement devices require issuance of a permit by the Building Official after an inspection by a qualified third party inspection company and submission of a Certificate of Insurance to the Building Official.
- City Street Closings/City Parking Lot Usage**—If the event involves City street closure or use of a City parking lot, complete and attach Section 1. The applicant’s request will be considered by Public Works Department in the course of its review of this application. For questions concerning possible City street closure or use of a City parking lot, call (540) 332-3892.
- Electricity**—Electric hook-ups may be available. Contact Public Works Department at (540) 332-3892 for further information. If not provided by the City, electric hook-ups may be subject to inspection by the Building Official.
- Fire/EMS Support**—For additional information or questions, contact the Deputy Fire Rescue Chief at (540) 332-3885.
- Fireworks/Pyrotechnics Permit**—Any type of fireworks display, live fire demonstration or pyrotechnics requires a permit from the City’s Fire Marshal. To apply for fireworks/pyrotechnics permit, contact the Fire Marshal’s Office at (540) 332-3720.
- Food Vendors**—Food vendors will require inspection by the Virginia Department of Health (VDH) and the City’s Fire Marshal’s Office. Contact the VDH at (540) 332-7830 and the Fire Marshal’s Office at (540) 332-3720.
- Park or Recreational Facility Usage (Including Gypsy Hill Park Bandstand)**— If the event involves use of a City park or recreational facility managed by Parks and Recreation Department, the applicant’s request will be considered by Parks and Recreation Department in the course of its review of this application. For questions concerning the possible use of a City park or recreational facility, and applicable fees for such use, call (540) 332-3945.
- Platforms/Stages**—Any platform or stage larger than 120 square feet requires issuance of a building permit by the Building Official after an inspection. Building permit applications are available at: <http://www.staunton.va.us/directory/departments-h-z/planning-inspections/forms>. The permit application should be submitted to the Planning and Inspections office at least 21 days prior to the event. Questions about the permit process may be directed to the Building Official at (540) 332-3862.
- Police and/or Fire Rescue Demonstrations at Event**—To include display of equipment, fire safety trailer, handout of materials, etc.
- Police Support at Event**—Include details in Section 2 (which must be completed by all applicants whether police support is requested or not).

- Refuse and Recycling Removal**—Questions can be directed to Public Works Department at (540) 332-3898.
- Sweeper** (parades require street sweeper after event).
- Tents/Air Supported Structures**—Any tent larger than 900 square feet or accommodating more than 50 people requires issuance of a building permit by the Building Official after an inspection. Tents larger than 400 square feet require an inspection by the Fire Marshal. Building permit applications are available at: <http://www.staunton.va.us/directory/departments-h-z/planning-inspections/forms>. The permit application should be submitted to the Planning and Inspections office at least 21 days prior to the event. Questions about the permit process may be directed to the Building Official at (540) 332-3862.

REQUIRED DOCUMENTS

The following documents must be attached to the application:

- A **Certificate of Insurance (COI)** providing evidence of liability insurance of a minimum of \$1,000,000 combined single limits, automobile liability insurance with limits of at least \$1,000,000 (if applicable) and property damage insurance of \$100,000. The certificate must include this exact wording: **“The City of Staunton, 116 West Beverley Street, Staunton, Virginia 24401, is hereby named an additional insured.”**
- An **Endorsement** from the insurance company showing the City of Staunton as an additional insured. The insurance company must have a minimum financial rating from the A.M. Best Company of an “A-” or better.
 - If your organization has employees, you must also provide evidence of Workers’ Compensation insurance with statutory limits that meet state requirements.
 - If alcohol will be served, the City requires that a Liquor Liability endorsement be added to the insured’s policy. This endorsement can be added to the Certificate of Insurance along with the other insurance coverages.
 - The COI and any endorsements must be obtained and attached to this application.
- Map with requested street closings and/or parking lots highlighted.
- Diagram of event, including location of activities (e.g., food vendors, crafts, merchandise sales, etc.).

SECTION 1. CITY STREET CLOSINGS/CITY PARKING USAGE

Attach a map with requested street closings and/or parking lots highlighted. For the City to approve a street closing, the following must be considered: resident/business impact, detour routes, signage and notification, placement of barricades and directional signage, and traffic control and safety.

Time streets to be closed: _____

Time streets to be reopened: _____

In addition to the map, list in detail what street closings are needed for the event:

Are parking lots needed as a venue for the event? Yes No

If yes, list them below and include the time by which parking lots must be cleared:

Will the event involve the use of a parking lot for event parking and/or shuttle plan? Yes No

If yes, please describe below:

SECTION 2. SECURITY AT EVENT

Law Enforcement Support:

Do you request law enforcement support for the event? Yes No

If yes, describe request for law enforcement support:

Additional Security:

Have you hired a licensed professional security company to help manage the event? Yes No

Security Organization (DCJS Registration Number): _____

Number of Security Team Members: _____

Main Contact: _____

Contact Phone: _____

Please describe plan for crowd management and safety (Fire Prevention Code requirement):

The Staunton Police Department will work with the applicant to ascertain specific security needs.

The Staunton Police Department and Staunton Fire Marshal's Office have the authority to decline approval of a proposed event due to issues that directly affect public safety.

CERTIFICATION, ACKNOWLEDGEMENT AND INDEMNIFICATION AND HOLD HARMLESS

In consideration of the use of property of the City of Staunton, the undersigned:

- indemnifies, defends and holds harmless and hereby releases the City of Staunton, a municipal corporation, and its officials, officers, employees, agents and representatives against and from (a) any and all claims, liability, loss, causes of action, costs, expenses, damages or injuries to persons, including death or damage to property, which may occur by reason of the undersigned's use of property of the City of Staunton, (b) any court costs, negotiation fees, or attorney or professional fees with respect to the assertion, defense or resolution, compromise or otherwise, of any such claim or action, and (c) any expense incurred by the City of Staunton to restore such property to its condition prior to the undersigned's event;
- certifies that he or she is familiar with the guidelines for planning an event in the City of Staunton and acknowledges the same will be enforced by the City and observed by the undersigned;
- further certifies that the information furnished in this application is true and correct to the best of the undersigned's knowledge and information; and
- acknowledges that use of City resources to host an event in the City of Staunton is contingent upon approval of this application by the City staff.

Signature of Applicant: _____

Date: _____

For Office Use Only:

Date Received: _____

Fee Collected: _____

Comments:

SPECIAL EVENT GUIDELINES

The City of Staunton supports special events that provide enjoyable opportunities for residents and visitors, and help create a vibrant, livable and sustainable city.

A number of City departments are involved in the logistics necessary to facilitate a safe and successful community event. In an effort to simplify the application process for organizations and event planners, the City of Staunton has established the guidelines below. These guidelines must be observed in order to ensure a positive experience for the community.

Application Process At-a-Glance:

- An application must be submitted for every event, whether it is a one-time event or a recurring event.
- The application must be completed and returned at least 60 days prior to the event.
- Application will be reviewed only if it is complete and all supporting documents are included.
- Applicants may be requested to meet with City representatives to review event plans, layout and all other event logistics.
- After review by City departments, the applicant will be informed whether the application is approved and any applicable conditions of approval.

Guidelines:

- The applicant shall be responsible for notifying, as soon as possible, all businesses and residences which may be affected as a result of street closings or event activities.
- Subject to limited exemptions, all vendors must have a current business license. A promoter's license may also be required. Contact the Commissioner of Revenue at (540) 332-3829 for details. The collection and remittance of applicable taxes will be the responsibility of the individual vendor.
- A Public Activity Permit may be required by the Staunton Police Department per City Code § 9.05.130. See <http://www.codepublishing.com/VA/Staunton/#!/staunton09/Staunton0905.html#9.05.130>. If required, the permit will be issued by the Police Department once all other event requirements have been satisfied.

- Loud music, sound amplification or other potentially disturbing activities are subject to approval of the City, which may be conditioned upon compliance with the Noise Control Ordinance of the City of Staunton. See <http://www.codepublishing.com/VA/Staunton/#!/staunton08/Staunton0825.html#8.25.010>.
- Illegal drugs, and, except as permitted by law, firearms or weapons of any kind, are prohibited on City property.
- Alcohol is permitted only with a license from Virginia Department of Alcoholic Beverage Control (ABC) and in compliance with ABC requirements. See <https://www.abc.virginia.gov/licenses>. For further information, contact ABC directly at (804) 213-4400. Alcohol is generally prohibited in City parks; it is permitted by administrative policy during special events in certain specific locations in Gypsy Hill Park, Montgomery Hall Park, Woodrow Park and Landes Park.
- Generally, no overnight camping is permitted. Exceptions may be considered on an event-by-event basis.
- The applicant must comply with applicable provisions of the Staunton City Code, including the City's zoning ordinance, and the Code of Virginia.
- Dogs must be on a leash at all times. Animal handlers are required to pick up animal waste.
- Events must take into consideration the placement of all vendors and activities:
 - A 20 foot fire lane must be maintained at all times. This must be continuous in nature and include sufficient turning radii for Fire Rescue Department apparatus to navigate.
 - Activities and vendors must not block any fire hydrant or any fire department connection (sprinkler connection).
 - Cooking is not allowed under any tent or canopy per Fire Prevention Code.
 - Placement and use of portable generators must comply with the Fire Prevention Code.
 - Subject to modification by the Fire Marshal, tents and canopies must be separated by a distance of 12 feet, and cooking tents must be 20 feet from any other tent or canopy.
 - Any tent larger than 900 square feet or accommodating more than 50 people requires a building permit from the Building Official and inspection. Tents larger than 400 square feet require an inspection by the Fire Marshal. Building permit applications are available at <http://www.staunton.va.us/directory/departments-h-z/planning-inspections/forms>.
 - Burning wood and grills are not allowed on the Gypsy Hill Park bandstand or under pavilions.
 - Open fires are only permitted only in approved cooking appliances.
 - Smoking is not permitted on the Gypsy Hill Park bandstand.
- For events expected to attract more than 50 attendees, an appropriate number of portable toilets, as determined by the City on an event-by-event basis, must be supplied.
- Portable toilets are not to be rinsed on site. Nor are they to be placed near restaurants or food vendors.
- Health and licensing requirements apply to all food and beverage service. Food vendors must comply with the regulations of the Virginia Department Health (VDH). For information, call VDH directly at (540) 332-7830.
- Food vendors are not allowed to drain grease onto the site or into City storm drains, or leave grease at the site.

- The applicant will need to provide extra trash receptacles for the event. All trash must be secured so as not to blow away and removed from the event site. Refuse and recycling removal is the responsibility of the applicant, if prior arrangements have not been made with Public Works Department.
- Tables, chairs and other furnishings and equipment must be provided by the applicant unless prior arrangements have been made in writing.
- Access to utility boxes must be arranged in advance with Public Works Department.
- Events to be held on Wednesdays or Saturdays in the vicinity of the Wharf parking lot, during operation of the Farmers' Market, must be coordinated with the City Manager's Office and the Farmers' Market.
- The City reserves the right to decline any application if the event is deemed inappropriate for a particular site or conflicts with other scheduled events.