



208 W Laurel Ave  
P.O. Box 576  
Damascus, VA 24236  
276-475-3831  
info@damascus.org

## Land Use & Festival Permit Information

The Damascus Town Park and Laurel Creek Park are great places to play, relax, socialize, or host an event... as long as the weather cooperates! Remember, these are public parks that are freely open to everyone during the hours posted. The structures within the parks (gazebo; pavilion and stage) may be reserved in advance to secure space for a scheduled event.

Rental groups cannot block or restrict access to public facilities, trails, or parking, which, at the Town Park, includes the Appalachian Trail, Virginia Creeper Trail, restrooms, caboose, and playground, and at Laurel Creek Park, includes the Laurel Creek Trail bike path and restrooms.

Signage may be placed within the event area up to seven (7) days in advance of the event and must be removed within two (2) days after the event. Signs are subject to Appendix B, Article 14 of the Damascus Zoning Ordinance, and must in no way obstruct vehicular travel, public parking, and/or pedestrian access on sidewalks.

There is a \$50 deposit to rent the Town Park gazebo or Laurel Creek Park stage and pavilion (which is refundable if all of the rules are followed), plus a \$50 fee to reserve it for a half day (4 hours or less) or \$100 to reserve it for a full day (over 4 hours). Most people send a separate check for the deposit, which may be returned after the event unless there is a reason not to refund the deposit. Events must meet the requirements of Damascus Code, Chapter 6, Article IV and are subject to approval by Town Council and/or the Town Manager in advance so please plan accordingly.

### Park Rental Rules & Responsibilities:

- Rental groups must not block or restrict access to the following: Appalachian Trail, Virginia Creeper Trail, Laurel Creek Trail bike path, public restrooms, parking, caboose, and/or playground.
- Do not cause damage to the park structures. No nails, screws, staples, duct tape, or graffiti. Do not move picnic tables or benches onto the gazebo.
- No climbing on top of, or under, the park structures. No skateboarding, roller skating, or biking on structures.
- Rental groups are responsible for their own trash removal from the park. Park trash cans are for use by the public, not group rentals. No littering.
- For emergency assistance during your event, please call 911 or contact Central Dispatch at 276-676-6285.

### For Commercial Events at a Public Park:

A commercial event is any use or activity that generates revenue, whether by a participation fee or the sale of goods or services, and in either case, regardless of whether the use or activity is intended to produce a profit.

Commercial events using the Town Park or Laurel Creek Park are subject to an event fee of 7% of total gross receipts, including any participation fees and sales of goods or services collected by the event organizer. This event tax is due to the office of the treasurer by the 20th, following the month of the event.

1. As required by the Town's liability insurance provider (VACORP), the event coordinator must provide the Town with a certificate of insurance naming the Town of Damascus as an additional insured entity for the day(s) of the event, at an amount of "up to \$1,000,000."
2. Vendors selling food and/or drinks must remit separately their meals tax, which is due to the office of the treasurer by the 20th, following the month of the event. It is the responsibility of the event organizer to ensure that vendors are aware of local tax and license requirements.
3. When required by the Town Council or requested by the event organizer, police services shall be provided by the Town at an overtime rate not to exceed \$40 per officer, per hour.
4. Street banner installation and removal may be included for \$75 and is subject to schedule availability for up to 30 days before the event.

This fee structure and rules shall apply to everyone engaged in a park rental, events thereon, and to all events and festivals requiring Town Council approval. The event organizer is to provide any event changes to the Town of Damascus in a reasonable amount of time before or during the event. If you have any questions or concerns, please contact Tuesday Pope, Damascus Town Clerk, at 276-475-3831 ext.2 or email [clerk@damascus.org](mailto:clerk@damascus.org).

### **For Events on Private Property:**

The Land Use & Festival Permit is required when a commercial or other large event is hosted on private property outside of the scope of its normal operations. Permitting may apply when an event on private property is publicized, includes sound amplification in an outdoor space, and/or requires a temporary ABC permit, Town or VDOT street closure, additional police services, or other similar requirements.

The Land Use & Festival Permit is also required for temporary tenting and yard sales. Commercial tenting may be allowed on the following holidays: Trail Days (Wednesday - Monday), Memorial Day weekend, Fourth of July, and Labor Day weekend, and only in the districts as noted in the Damascus Zoning Ordinance, provided that, on any lot, no more than ten (10) tents of any size shall be erected.

All events in the Town of Damascus, whether on public or private property, are subject to Damascus Code, Chapter 6, Article IV, as well as the Damascus business license, Damascus peddlers license, Damascus meals tax, and/or Virginia sales tax, as applicable.

### **Important Contacts:**

Town Clerk (park rental) - (276) 475-3831 ext.2, [clerk@damascus.org](mailto:clerk@damascus.org)

Town Treasurer (tax remittance) - (276) 475-3831 ext.1, [treasurer@damascus.org](mailto:treasurer@damascus.org)

Town Police Dept. (administrative/non-emergency) - (276) 475-3341, [kermit.turner@damascuspolic.com](mailto:kermit.turner@damascuspolic.com)

Washington County Dispatch/Emergency Services - 911 or (276) 676-6285

Virginia Alcoholic Beverage Control Authority (ABC), Region 1 - Donald Cook, [donald.cook@virginiaabc.com](mailto:donald.cook@virginiaabc.com)

Virginia Department of Environmental Health (VDH) - Todd Musick, [todd.musick@vdh.virginia.gov](mailto:todd.musick@vdh.virginia.gov)

Virginia Department of Transportation (VDOT) - Rachael Brown, [rachael.brown@vdot.virginia.gov](mailto:rachael.brown@vdot.virginia.gov)



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## Land Use & Festival Permit Application

By submission of this Application for a Land Use & Festival Permit, the Applicant requests the Town of Damascus to permit the use of property as described below. **ALL SECTIONS OF THE APPLICATION MUST BE FILLED OUT COMPLETELY.** False or misleading information shall result in voiding of the Application and of any permit that may have been issued in reliance on such Application.

Date of Submission: \_\_\_\_\_

Applicant:  Business/Commercial  Nonprofit  Private/Individual  Other: \_\_\_\_\_

Name: \_\_\_\_\_

Organization (if applicable): \_\_\_\_\_

Mailing Address/City/State/Zip: \_\_\_\_\_

Physical Address/City/State/Zip: \_\_\_\_\_

Phone: ( \_\_\_\_\_ ) \_\_\_\_\_ E-mail: \_\_\_\_\_

Town Park Gazebo  Laurel Creek Park Pavilion/Stage  Virginia Creeper Trail (Damascus)

**If on Private Property:**

Property Address: \_\_\_\_\_ Tax Map #: \_\_\_\_\_

Proposed Use of Property:  Temporary tenting\*  Festival  Yard Sale  Other

Detailed description of the event:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Event Date/Times: \_\_\_\_\_

Event Setup Start Time: \_\_\_\_\_ Breakdown End Time: \_\_\_\_\_

Estimated Number of Attendees (if applicable): \_\_\_\_\_

*\*Commercial temporary tenting may be allowed on the following holidays: Trail Days (Wednesday - Monday), Memorial Day weekend, Fourth of July, and Labor Day weekend, and only in the districts as noted in the Damascus Zoning Ordinance, provided that, on any lot, no more than ten (10) tents of any size shall be erected.*

If YES to any of these items, please include supplemental information with your application as listed below. If any of the selected items constitute a commercial event that generates revenue, then the Commercial Event Fee applies, in addition to the Park Reservation Fee:

**Please check all of the following that will be present at your event:**

- Food/drink vendors (subject to peddlers license, meals tax)
- Retail vendors (subject to peddlers license)
- Temporary structures (tents, etc.)
- Greater than 50 people invited or expected (public event)
- Temporary Alcohol/ABC permit
- Additional sponsors
- Amplified sound outdoors
- Event perimeter/participation fee

**Will your event require electricity and/or water hookup at a public park? If yes, how many?**

Electricity (110V):     YES, \_\_\_\_\_     NO                      Water:     YES, \_\_\_\_\_     NO

If YES, please provide purpose: \_\_\_\_\_

**Will any Town streets require closing?**

If YES, please list street name(s) and purpose. VDOT streets are subject to an additional VDOT permit:

**For Non-Commercial & Small Events:**

If your event does not require supplemental information, please skip to page 5.

**For Commercial & Other Large Events:**

**The following information MUST BE included with the application:**

1. A statement of the names and addresses of the promoters of the festival, including those involved in the organization, finance, and/or administration of the festival.
2. An event venue layout, including as needed, a plan for adequate crowd control that addresses first aid, fire protection, parking, and traffic control, and showing the location of any temporary structures, buildings, equipment or otherwise, planned to be located on the site for the event. These items may be permitted only on a temporary basis.
3. A plan for adequate waste and sanitation. This plan shall meet the requirements of all state and local statutes, ordinances, and regulations.
4. A statement specifying whether any outdoor lights and/or sound amplification will be utilized for the event, and if so, a plan detailing the location of such lights and/or sound equipment and mitigation measures to prevent unreasonable light or sound pollution beyond the property boundaries.

**The following information MUST BE submitted as soon as is practical and no later than 21 days in advance of the event start date:**

1. A copy of all applicable permits, including the Health Department, ABC, and/or VDOT.
2. A statement of the names of all of the persons/groups to perform at the festival.
3. A vendor list, including email addresses and phone numbers for those subject to meals tax.

**The following information MUST BE provided to event participants by the event organizer and addressed appropriately whenever relevant:**

- Damascus peddlers business license, Damascus meals tax, Virginia sales tax
  - Virginia Department of Health (VDH) licensing and regulations
  - Virginia Alcoholic Beverage Control Authority (ABC) licensing and regulations
  - Virginia Department of Transportation (VDOT) permitting and regulations
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## **Land Use & Festival Permit Agreement**

The Town reserves the right to require applicants to submit additional information as deemed necessary for the purpose of granting land use. False or misleading information shall result in voiding of the Application and of any permit that may have been issued in reliance on such Application.

The Town Council shall have the right to revoke any permit issued under Damascus Code, Chapter 6, Article IV upon noncompliance or in the interest of the public health, the protection of property, and preserving peace and good order within the town.

### **Land Use Waiver & Indemnification:**

The event organizer shall be held responsible for the actions of their employees, agents, or persons working their event space. It is the responsibility of the event point of contact to communicate requirements and procedures to on-site representatives.

### **Certification:**

I (event organizer/lessee), by signing the land use application, agree to protect and hold the Town of Damascus (lessor) harmless and to indemnify the Town from any and all claims, demands, suits, actions, judgments, and recoveries for or on account of damage, theft, or injury (including death) to property or person occurring as a result of the use of property as described in this permit. I have read and hereby agree to the terms and conditions of the Land Use & Festival Permit.

I (we) hereby confirm that no music or other sound shall be permitted, either by mechanical device or live performance, in such a manner that the sound is unreasonably audible beyond the bounds of the property and that I, the event organizer, will reduce the volume immediately upon request by Town enforcement personnel. Music shall not be played for more than eight hours in any 24-hour period, with such 24-hour periods to be measured from the beginning of the first performance. No amplified sound that is audible beyond the property boundary shall be permitted past the hour of 11:00 PM.

If a perimeter is to be established, the town council and law enforcement officers have permission to enter the premises at any time for the duration of the festival from the beginning of setup to the end of cleanup.

If the event is held on private property, the property owner and event organizer are responsible for confirming compliance of vendors and performers participating in the event with Damascus ordinance and regulations as stated in this application.

I (we) hereby certify that the information stated on this Application for Land Use & Festival Permit is true and correct and contains an accurate description of the proposed use for the referenced property above. Furthermore, I (we) hereby certify that no past due taxes are owed to the Town, unless there has been a formal agreement with the Town for payment.

Event Organizer Signature: \_\_\_\_\_

Name, Title: \_\_\_\_\_ Date: \_\_\_\_\_

**For Events on Private Property, the property owner's signature is also required:**

Property Owner Signature: \_\_\_\_\_

Name, Title: \_\_\_\_\_ Date: \_\_\_\_\_

**For Office Use Only**

Date Received: \_\_\_\_\_ Date Approved: \_\_\_\_\_

APPROVED       DENIED      Reason for Denial: \_\_\_\_\_

FEES DUE:     \$50 Deposit     \$50 Half Day     \$100 Full Day     Commercial Event 7% fee

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_