



208 W Laurel Ave
PO Box 576
Damascus, VA 24236
(276) 475-3831

OFFICE USE ONLY	
Date Received: _____	Date Approved: _____
<input type="checkbox"/> APPROVED <input type="checkbox"/> DENIED Reason for Denial: _____	
Signature: _____	Date: _____

MUSIC FESTIVAL PERMIT APPLICATION

Applications for festival permits must be submitted at least **60 days prior** to the proposed event date. To be considered for review, all sections of this application must be completed in full. Please submit the completed packet to Town Hall to begin the formal review and Town Council approval process.

Once approved, the permit fee—calculated according to the Town’s current Schedule of Fees—must be paid to the Town of Damascus. No permits may be issued until payment is received in full.

APPLICANT INFORMATION

Applicant Name: _____	
Applicant Organization: _____	
Address/City/State/Zip: _____	
Phone: (_____) _____	E-mail: _____

MUSIC FESTIVAL INFORMATION

Event Name: _____	Event Date(s): _____
Event Location: _____	
Event Set-Up/Start Time: _____	Event End Time: _____
Estimate Number of Attendees/Tickets for Sale: _____	
On-Site Event Coordinator Name & Phone Number: _____	

EVENT LAYOUT MAP

Please provide a drawing depicting an **event layout map** that shows the specific locations of the following applicable components: locations of retail vendors, food services, signage, temporary structure/stages, equipment, lighting, parking, restrooms, trash receptacles, first aid station(s), ABC/alcohol permit perimeter, etc.

MUSIC FESTIVAL COMPONENTS

Total number of Food/Drink Vendors: _____

*All food/drink vendors are subject to food vendor license. See approved food vendor list for authorized vendors. Event organizers are required to provide a complete list of all food and drink vendors no later than **15 days prior** to the start date.*

Total number of Retail Vendors: _____

*All retail vendors are subject to peddlers or special events licenses. See approved peddlers license or retailer list for authorized vendors. Event organizers are required to provide a complete list of all retail vendors no later than **15 days prior** to the start date.*

Will event participation be restricted to guests paying an admission/entry fee? YES/NO

If NO, what portion(s) will be available to the public?

Do you require street or parking lot closure(s)? YES/NO

If YES, please list all streets or parking lots:

Note: All roads under the jurisdiction of the Virginia Department of Transportation (VDOT) require a separate permit for closures.

EVENT MANAGEMENT

Please provide details regarding the waste management plan for the festival:

Including, but not limited to, designated trash receptacle location, schedule for mid-event collection, and plan for post-event removal to ensure the site is returned to its original condition.

Please provide details regarding the restroom plan for the festival:

Including, but not limited to, total number of facilities available, proximity of facilities to main activity areas, schedule for onsite servicing, cleaning schedule during event hours, and post-event removal to ensure the site is returned to its original condition.

EVENT MANAGEMENT (continued)

Please provide a detailed overview of the security and perimeter control plan for the festival:

Including, but not limited to, layout of any applicable physical fencing or checkpoints, description of security staffing or local law enforcement assistance with pedestrian safety at entry points, ABC/alcohol perimeter control plan, measures - such as barricades or signage - in place to guide attendees and detour non-event traffic.

Please provide a detailed parking and traffic control plan for the festival:

Including, but not limited to, the placement of designated parking zones and internal emergency access lanes; specific hours for active traffic management and lot staffing; and coordination protocols for regional road closures and the mitigation of traffic congestion in surrounding residential areas.

Please provide a detailed plan for adequate medical care and response for the festival:

Including, but not limited to, the placement of first-aid station(s) and emergency vehicle access corridors; specific hours for on-site emergency medical services (EMS) and coordination protocols for patient transport to regional medical facilities.

Please specify a plan to provide food and water for attendees at the festival:

Including, but not limited to, the layout of food vendor corridors and designated potable water stations; specific operational hours for food service and hydration availability.

Please provide a plan for adequate fire protection at the festival:

Including, but not limited to, the layout of dedicated fire lanes and unobstructed fire apparatus access roads; specific operational hours for on-site fire watch personnel and safety inspectors; and coordination protocols with the local Chief of Fire for the inspection of food vendors, electrical infrastructure, and pyrotechnic or open-flame performance areas.

PLEASE REVIEW THE FOLLOWING: *(initial on the line)*

_____ **1.** For any music festival in the Town of Damascus hosted on public property or requiring the use of any public right-of-way, the event coordinator must provide 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 at least \$1,000,000.00.

_____ **2.** For any music festival in the Town of Damascus involving the sale or consumption of alcoholic beverages, whether on public or private property, the event coordinator must provide a certificate of insurance naming the Town of Damascus as an additional insured entity for the day(s) of the event, at a minimum of \$1,000,000.00, including Liquor Liability.

_____ **3.** Any mobile food truck or vendor selling food and/or drinks in the Town of Damascus, whether on public or private property, must be licensed in the Town of Damascus and on the approved list of temporary food establishments. It is the obligation of the event organizer to confirm the licensure and authorized status of all participating vendors with the Town prior to final selection or inclusion in any sanctioned event.

_____ **4.** Any music festival involving the temporary retail sale of merchandise or goods in the Town of Damascus, whether on public or private property, require each vendor to possess a Damascus business license, an annual Damascus peddlers license, or a special events peddlers license. It is the obligation of the event organizer to confirm the licensure and authorized status of all participating vendors with the Town prior to final selection or inclusion in any sanctioned festival.

_____ **5.** For any music festival requiring additional security, traffic control, or public safety assistance as requested by the event organizer or required by the Chief of Police, police services shall be provided by the Town at an overtime rate not to exceed \$40 per officer, per hour.

_____ **6.** Music shall not be rendered nor entertainment provided for more than twelve hours in any 24-hour period, such 24-hour period to be measured from the beginning of the first performance at the festival, and no music shall be rendered between the hours of 11:00 p.m. and 7:00 a.m.

_____ **7.** No person under the age of 18 years shall be admitted to any festival unless accompanied by a parent or guardian, with the parent or guardian to remain with such minor person at all times.

_____ **8.** During the music festival, the Town Council, its lawful agents or duly constituted law enforcement officers are permitted to enter the property at any time for the purpose of determining compliance with conduct, health and sanitation conditions.

PERMIT FEE SCHEDULE:

Gathering of 200 – 1,000 persons, \$250.00 per day
Gathering of 1,001 – 2,500 persons, \$350.00 per day
Gathering of 2,501 – 5,000 persons, \$500 per day
Gathering of 5,001 – 10,000 persons, \$1,500.00 per day
Gathering in excess of 10,000 persons, \$2,500 per day

THE FOLLOWING CONDITIONS ARE SET FORTH IN THE ISSUANCE OF THIS PERMIT:

The applicant(s), hereby acknowledge that we shall hold harmless, indemnify, and defend the Town of Damascus, its officers, and its employees from any and all claims and lawsuits arising out of the installation, use, or presence of event components (tents, signage, fencing, portable toilet units, dumpsters, etc.) or persons participating in the event. I agree that this permit may be revoked or terminated, and the event components required to be dismantled or removed without notice for good cause, such as safety hazards, anticipation of inclement weather, or upon receipt of a lawful order. I further agree to remove all event components from the site within the timeframe specified by the Town; any components and materials left beyond 10 days of the expiration or removal date shall be considered forfeited for disposal at the Town's discretion.

I acknowledge that the proposed event is subject to the rules and regulations set forth in Chapter 6: Article III – MUSICAL AND ENTERTAINMENT FESTIVALS in the Code of the Town of Damascus, Virginia.

Applicant Signature: _____ Date: _____