



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

OFFICE USE ONLY

Date Received: _____ Date Approved: _____

APPROVED DENIED Reason for Denial: _____

Signature: _____ Date: _____

SPECIAL EVENTS PERMIT APPLICATION

Please ensure all questions below are answered thoroughly. Once you have completed this application, please return it to Town Hall to begin the review process. A non-refundable **\$25 application fee** is due to the Town of Damascus at the time of submission. Applications will not be processed until the fee is paid and all sections are completed.

APPLICANT INFORMATION

Applicant Name: _____

Applicant Organization: _____

Address/City/State/Zip: _____

Phone: (_____) _____ **E-mail:** _____

SPECIAL EVENT INFORMATION

Event Name: _____ **Event Date(s):** _____

Event Location: _____

Event Set-Up/Start Time: _____ **Event End Time:** _____

Estimate Number of Attendees: _____

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, parade/race routes, ABC/alcohol permit perimeter, etc.

SPECIAL EVENT 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 there be amplified sound? YES/NO If yes, at what time(s)? _____

Please refer to Code Section: 18-143 (b)1 for a comprehensive breakdown of Town Noise Ordinance Rules from 11:00pm to 7:00am.

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 upcoming event:

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 upcoming event:

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 upcoming event:

Including, but not limited to, layout of any applicable physical fencing or checkpoints, specific hours for road or parking closures, description of dedicated traffic control team or local law enforcement assistance with vehicle flow and 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 REVIEW THE FOLLOWING: *(initial on the line)*

_____ **1.** For any special event 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 special event 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.** All special events 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 event.

_____ **5.** For any special event 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.

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 IV – SPECIAL EVENTS in the Code of the Town of Damascus, Virginia.

Applicant Signature: _____ Date: _____