



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

Do You Need a Special Event Permit?

Answer the questions below. A 'Yes' response to any item indicates that a Special Event Application may be required. Once you have finalized the questionnaire, please email it to townmanager@damascus.org or drop off at Town Hall to begin the review process.

APPLICANT NAME: _____

PHONE #: _____ EMAIL: _____

TYPE OF EVENT: _____ DATE OF EVENT: _____

Please circle 'Yes' or 'No' for each question.

1. Will your event be open and advertised to the public? YES / NO
2. Will your event utilize town property (e.g., Town Park, Laurel Creek Park, VA Creeper Trail, Beaverdam Trail)? YES / NO
3. Do you plan on having mobile food vendor(s) as part of your event? YES / NO
4. Will alcoholic beverages be offered for consumption/sale at this event? YES / NO
5. Do you anticipate more than 100 people in attendance at your event? YES / NO
6. Will your event require temporary public road closures, traffic control, or public parking restrictions? (e.g. a race or parade) YES / NO
7. Do you anticipate having temporary merchants/vendors selling products or goods at your event? YES / NO