

***Before completing this form, download and save to your computer**



City of Lynchburg
Parks and Recreation Department
301 Grove Street
Lynchburg, VA 24501
www.LynchburgParksAndRec.com
(434) 455-5858

OFFICE USE ONLY

Permit No. _____
Date Received: _____
Event Site: _____
Event Date: _____
Application Fee (\$50.00) _____
Receipt No.: _____

ARMORY / MARKET SQUARE FACILITY USE APPLICATION

Name of Applicant: _____ Date Requested: _____

Address: _____
Street City State Zip Code

Day Time Phone: _____ Email: _____

Is another individual, organization, or business sponsoring this activity? Yes No IF YES, THEN COMPLETE INFORMATION BELOW

Name of Sponsoring individual(s), organization(s), or business(es):

Address: _____
Street City State Zip Code

Event Name: _____

Start Date: _____ End Date: _____

Annual Event: _____ First Time Event: _____ Longevity of Event: _____

Overall Attendance Estimate: _____ Largest One-Time Event Attendance Estimate: _____

Admission/Entry Fee? Yes No

In Advance: _____

Day Of: _____

Event Category (check all that apply):

Sporting Event Concert
Parade Other (specify): _____

Description of Event (provide thorough details of event, activities, programs, and schedule):

Event Venue / Site(s) (provide thorough details):

Event Start Date: _____

Event Start Date: _____

Time Open to Public: _____

Time Closed to Public: _____

Actual Event Start Time: _____

Actual Event End Time: _____

Music/Sound Start Time: _____

Music/Sound End Time: _____

Alcohol Service Start Time: _____

Alcohol Service End Time: _____

2nd Date of Event: _____

Time Closed to Public: _____

Time Open to Public: _____

Actual Event End Time: _____

Actual Event Start Time: _____

Music/Sound End Time: _____

Music/Sound Start Time: _____

Alcohol Service End Time: _____

Alcohol Service Start Time: _____

3rd Date of Event: _____

Time Closed to Public: _____

Time Open to Public: _____

Actual Event End Time: _____

Actual Event Start Time: _____

Music/Sound End Time: _____

Music/Sound Start Time: _____

Alcohol Service End Time: _____

Alcohol Service Start Time: _____

Event Merchants & Vendors Information

Food Served / Sold at Event: _____

of Vendors: _____

of Non-Profit Vendors: _____

of For-Profit Vendors: _____

of Vendors Needing Electricity: _____

of Vendors Needing Water: _____

Cooking Method (check all that apply):

Charcoal

Electric

Gas/Propane

Other (specify): _____

Merchandise Sold at Event: _____

of Vendors: _____

of Non-Profit Vendors: _____

of For-Profit Vendors: _____

of Vendors Needing Electricity: _____

of Vendors Needing Water: _____

Other Items/Services Sold: _____

of Vendors: _____

Describe Items/Services: _____

of Non-Profit Vendors: _____

of For-Profit Vendors: _____

of Vendors Needing Electricity: _____

of Vendors Needing Water: _____

Event Venue Set-Up and Break-Down Information

Event Venue Set-Up Date: _____

Start Time: _____

End Time: _____

Event Break-Down Date: _____

Start Time: _____

End Time: _____

Additional Venue(s) or sites required for Event set-up or staging:

Requested street(s) to be closed:

Proposed date(s) and times of street closures:

Will You Be Supplying Any of the Following Items or Elements at Your Event?

Dumpsters Yes

Quantity: _____

Portable Toilets Yes

Quantity: _____

Trash Cans Yes

Quantity: _____

Recycling Containers Yes

Quantity: _____

Banners or Signs Yes Quantity: _____

Fencing/Barricades Yes Type: _____

Special Lighting Yes Describe: _____

Shuttle Services Yes Describe: _____

Site Decorations Yes Describe: _____

Catered Food Yes Describe: _____

Live Entertainment Yes Describe: _____

Stage, Bleachers, or Other Structures Yes Quantity: _____ Describe: _____

Event Web Site or Hot-Line Phone Yes Quantity: _____ Describe: _____

Fireworks, Fires, or Pyrotechnics Yes Quantity: _____ Describe: _____

Name of Fireworks Contractor (if applicable): _____

Booths, Exhibits, or Displays Yes Quantity: _____ Describe: _____

Tents or Canopies Yes Quantity: _____ Size - Sq. Ft: _____

Vehicles/Trailers Yes Quantity: _____ Describe: _____

Animals Yes Quantity: _____ Describe: _____

VIP Area Yes Quantity: _____ Describe: _____

Animals Yes Describe: _____

Amplified Music/Sound Yes Describe: _____

Rides/Inflatables, Other Amusement Items Yes Quantity: _____

Describe: _____

Event Day Staff Yes Quantity: _____ Hours: _____

Are You Requesting that the City of Lynchburg Provide Any of the Following Items/Elements for Your Event?

Electrical Service Yes Describe: _____

Water Service Yes Describe: _____

First Aid Service Yes Describe: _____

Crowd Control Barricades Yes Describe: _____

Unique Grounds Preparation Needs Yes Describe: _____

Stage Yes (note stage is 16' by 24'; Cost: \$750.00; stage has lights and canopy but needs electric)

Other City Services Yes Describe: _____

How Will You Obtain Event Staff?

Describe: _____

How Many Staff Persons Will You Have Working the Following Areas:

Entry/Exit Gates: _____ Clean-Up Crew: _____ Beer/Wine Garden Area: _____

Parking: _____ Stage: _____ Other: _____

How do you Plan to Notify Residents and Businesses Who May be Affected by Your Event?

Door to Door: _____ Flyers: _____ Phone Calls: _____ Other: _____

How do you Plan to Market/Promote Your Event?

TV Ad: _____ Radio Ad: _____ Newspaper Ad: _____ Street Banner: _____

Website: _____ Billboards: _____ Other: _____

Liability Insurance Information

A certificate of insurance for this event must be presented to the City of Lynchburg (c/o Parks & Recreation Special Events Coordinator) no later than fifteen (15) calendar days prior to the start date of the event. If the information requested below is not available when this application is submitted, it can be added later, but not later than the fifteen (15) day deadline previously noted.

Insurance Agency: _____ Policy #: _____

Agent's Name: _____ Business Phone: _____

Policy Limits: _____

Address: _____
Street City State Zip Code

Indemnity Agreement

In consideration for the City of Lynchburg granting the undersigned Event Organizer representative permission to hold the proposed event on public property and to display, sell, or offer for sale wares, services, and/or food or merchandise within the perimeters of their event venue, the undersigned agrees to assume the defense of and indemnify and save harmless the City, its employees, offices, and agents against any and all claims, liabilities, judgments, costs, causes of action, damages, expenses, and shall pay all attorney's fees, court costs, and other cost incurred in defending such claims, which may accrue against, be charged to, be recovered from, or sought to be removed from the City, its employees, officers, and agents by reason of or on account of any personal injury or death or damage to property arising from the undersigned's event and associated activities, if such personal injury or death or damage of property is caused by the acts or omissions or negligence of the undersigned, or the undersigned's employees and agents or by such acts, omissions, or negligence of any other person subject to the undersigned's control. **The City, its employees, officers, and agents shall not have to give the undersigned any specific types of notices of such claims.**

Witness the Following Signature (Event Organizer Signature): _____

Witnessed By: _____

Affidavit of Applicant

Applicant: _____ Title: _____

Signature of Applicant (Event Organizer): _____

Date: _____

A signed hard copy of the Indemnity Agreement and Affidavit of Applicant portions of the Armory and Market Square Facility Use Application must be provided to the City before an application will be considered fully executed. Submit a hard copy and an electronic version (email) of this Application to **Sharon Brown, Special Events Coordinator** (Sharon.brown@lynchburgva.gov), City of Lynchburg Parks & Recreation Department.

Lynchburg Parks & Recreation Division
Attention: Special Events Coordinator
301 Grove Street
Lynchburg, VA 24501