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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. \_\_\_\_\_

## SPECIAL EVENT PERMIT APPLICATION

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

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Annual Event: \_\_\_\_\_ First Time Event: \_\_\_\_\_ Longevity of Event: \_\_\_\_\_

Overall Attendance Estimate: \_\_\_\_\_ Largest One-Time Event Attendance Estimate: \_\_\_\_\_

Alcohol Served?  Yes  No

Admission/Entry Fee?  Yes  No

In Advance: \_\_\_\_\_

Day Of: \_\_\_\_\_

**Event Category (check all that apply):**

Community Festival  Concert

Run / Walk  Parade

Bike Race / Tour  Other (specify): \_\_\_\_\_

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

Corp. ID #: \_\_\_\_\_ Non-Profit Corporation?  Yes  No

Address: \_\_\_\_\_  
Street City State Zip Code

Primary Contact: \_\_\_\_\_ Email: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Cell: \_\_\_\_\_

Additional Event Partner: \_\_\_\_\_ Phone: \_\_\_\_\_

Cell: \_\_\_\_\_

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):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

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

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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: \_\_\_\_\_

2<sup>nd</sup> Date of Event: \_\_\_\_\_

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: \_\_\_\_\_

3<sup>rd</sup> Date of Event: \_\_\_\_\_

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: \_\_\_\_\_

### **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 Special Event Permit Application must be provided to the City before an application will be considered fully executed. Submit a hard copy and an electronic version (either email or disk) of this Special Event Permit Application to **Sharon Brown, Special Events Coordinator, City of Lynchburg Parks & Recreation Department.**

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