



# Special Event Permit Application

<b>FOR OFFICIAL USE ONLY</b>	
<b>Organizational Status</b>	
<input type="checkbox"/> Non-Profit	<input type="checkbox"/> Commercial <input type="checkbox"/> Independent
<b>Attachment Verification</b>	
<input type="checkbox"/> Maps	<input type="checkbox"/> Insurance <input type="checkbox"/> ABC Permit
<input type="checkbox"/> Tent Permit	<input type="checkbox"/> VDH Permit
<input type="checkbox"/> Road Closure Permits	

**Activity type (Please select all that apply):**

<input type="checkbox"/> Block Party	<input type="checkbox"/> Demonstration	<input type="checkbox"/> Other
<input type="checkbox"/> Parade	<input type="checkbox"/> Festival	(please describe)
<input type="checkbox"/> Film Production	<input type="checkbox"/> Race/Walk	_____
<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/> Carnival	<input type="checkbox"/> Fair	

**Event Location Requested:**

Rose Hill Park   
 Rixey-Moore Parking Lot   
 Hogan's Alley  
 Other Public Space

**Group Requesting Event** \_\_\_\_\_

**Date of Event** \_\_\_\_\_

**Rain Date, if any** \_\_\_\_\_

**Time of Event** \_\_\_\_\_

**Date Application Received**

**Organizer's contact Information (Representative must be present at the event with approved permit available for inspection)**

**Primary** Name \_\_\_\_\_ Cell Phone \_\_\_\_\_

Address \_\_\_\_\_ Work Phone \_\_\_\_\_

City \_\_\_\_\_ State/Zip \_\_\_\_\_

Email \_\_\_\_\_ Home Phone \_\_\_\_\_

**Secondary** Name \_\_\_\_\_ Cell Phone \_\_\_\_\_

Address \_\_\_\_\_ Work Phone \_\_\_\_\_

City \_\_\_\_\_ State/Zip \_\_\_\_\_

Email \_\_\_\_\_ Home Phone \_\_\_\_\_

**Description of the Event (Please attach additional sheet if more space is needed)**

**Will the activity require the blocking of any surrounding public streets, driveways or entrances?**

Yes  No  If yes, please identify: \_\_\_\_\_

**Event Hours**

Set-Up Time \_\_\_\_\_ Hours of Event \_\_\_\_\_ Clean-Up Time \_\_\_\_\_

**Anticipated Attendance**

Participants \_\_\_\_\_ Spectators \_\_\_\_\_ Other \_\_\_\_\_

**Name of Insurance Company:** \_\_\_\_\_

**Copy of Certificate of Insurance providing \$1 million in general liability insurance is required. The Town of Berryville must be named as the certificate holder and as an additional insured. This amount may be increased or waived as deemed necessary by the Town Manager or their designee. Please note that alcohol, animals, and/or fireworks on site require additional insurance.**

**Will sound amplification devices be used?** Yes  No

If Yes, length of time: \_\_\_\_\_

**Will the event require use of any parking lots for staging areas?** Yes  No

If Yes, please identify: \_\_\_\_\_

**Will alcohol be served?** Yes  No

If Yes, all state laws and local ordinances must be followed. The organizer must obtain a Virginia ABC permit (<http://www.abc.virginia.gov/>) and is responsible for all required permits.

**Will food be served?** Yes  No

If Yes, the organizer may be required to obtain a permit from the Virginia Department of Health (540/955-1033) and is responsible for all requisite permits.

**Will any fees be charged in association with the event, admission, etc.?**

Yes  No  If yes, amount to be charged \_\_\_\_\_

If Yes and the special event is to occur in Rose Hill Park, please note that a Fundraising Permit is required upon application for valid and duly-constituted non-profit organizations for the purpose of approved charitable, educational, cultural, and/or community-oriented projects and activities. Commercial activity is prohibited.

**Will you have security on site?** Yes  No

If Yes, please identify who will be on site \_\_\_\_\_

**Will weapons or firearms be present?** Yes  No

If Yes, please provide detail of activity \_\_\_\_\_

**Will there be a parade?** Yes  No  (If yes, please complete the following section)

**VDOT and/or Town of Berryville Land Use Permit and fee are required.**

**Please identify parade route.**

**Will there be vehicles in the parade?** Yes  No  Number of vehicles anticipated \_\_\_\_\_

**What time will staging occur?** \_\_\_\_\_

**Where will staging occur?** \_\_\_\_\_

**Will there be animals in the parade?** Yes  No

If Yes, what type and how many? \_\_\_\_\_

***Immediate removal of animal droppings shall be the responsibility of the event organizer.***

Will you need assistance from Fire & Rescue? Yes  No

If Yes, please contact John H. Enders Fire & Rescue at 540/955-1110 at least ten (10) days prior to the event.

Will you be using any of the following? (Mark all that apply)

Tents

Tables

Portable Toilets

Live Radio

Signs

Electricity

Banners

Animals

Please note: Architectural Review Board review and approval and Zoning Permits may be required for certain banners, signs and temporary structures. Permits from the Clarke County Building Department may be required for temporary structures and tents.

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**Please supply a sketch of how the requested venue will be organized for the event below, or attach a map with this application.**

# Hold Harmless Agreement

\_\_\_\_\_ (Legal name of business/organizer, exactly as it appear on Insurance Endorsement), shall defend and hold harmless, the Town, its officers, employees, agents, and representatives thereof, harmless from all suits, actions, claims of any kind, including attorney's fees, brought on account of any personal injuries, damages, or violation of rights sustained by any person or property in consequence of any neglect on behalf of \_\_\_\_\_ (Legal name of business/organizer) while their personal property is situated on Town Property.

\_\_\_\_\_ (Legal name of business/organizer) shall further hold the Town harmless for any claims or amounts arising from violation of any law, bylaw, ordinance, regulation or decree.

Legal Name of Business/Organizer \_\_\_\_\_  
(As it appears above)

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By (signature): \_\_\_\_\_

Name (printed): \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Date: \_\_\_\_\_

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## For Office Use Only

**Permit**      Approved \_\_\_\_\_      Denied \_\_\_\_\_

By: \_\_\_\_\_

Date: \_\_\_\_\_

Permit # \_\_\_\_\_

Special Event Permit # \_\_\_\_\_

Permission is hereby granted to \_\_\_\_\_  
(Name of Organization/ Organizer)

for the use of the facilities identified in the attached application on \_\_\_\_\_  
(Date)

from \_\_\_\_\_ to \_\_\_\_\_  
(Time)

This permit is issued with the understanding that \_\_\_\_\_  
(Name of Organizer)

shall accept responsibility for adherence to the Town of Berryville Special Events and Demonstrations Regulations, Ordinances of the Town of Berryville (Chapter 20- Parades and Demonstrations), and Ordinances of the Town of Berryville (§ 13-36 Regulation of Use and Conduct in Rose Hill Park) as well as to any special conditions which may be attached hereto.

Date \_\_\_\_\_ Signed \_\_\_\_\_  
Town Manager

Process For Appeals of Permit Denial

An applicant that wishes to appeal the denial of a permit must submit a written request to the attention of the Town Manager including a statement of the basis for the objection of the denial. The appeal will be reviewed by the Town Manager with a decision rendered and notice provided to the applicant at least three business days prior to the requested event date.

Applications that are denied after appeal to the Town Manager may be further appealed to the Berryville Town Council. This appeal must be submitted in writing within five business after receiving notice of appeal denial from the Town Manager.

## Special Fundraising Permit

Permission is further granted to the above-named Organization for a fundraising event pursuant to the approved application for same dated \_\_\_\_\_.

Date \_\_\_\_\_

Signed \_\_\_\_\_ Town Manager



## Special Events Deposit Worksheet

### Events Charging Admission Fee

### Events Free to Public

Fee Description	Cost	Applied
Application Fee	\$25.00	
Street Closure Fee	\$100.00	
Gazebo Use Deposit	\$50.00	
Public Space Rent		
0 - 1,000 Attendees	\$50.00	
1,001 - 1,999 Attendees	\$100.00	
2,000 - 2,999 Attendees	\$150.00	
3,000 Attendees or Greater	\$500.00	
Electricity Deposit	\$50.00	
Public Works Deposit	\$100.00	
Public Safety Deposit	\$50.00	
Cleanup Deposit	\$300.00	
<b>Total Due</b>		0

Fee Description	Cost	Applied
Application Fee (non-refundable)	\$25.00	
Street Closure Fee (non-refundable)	\$100.00	
Gazebo Use Deposit	\$50.00	
Electricity Deposit	\$50.00	
Public Works Deposit	\$100.00	
Public Safety Deposit	\$50.00	
Cleanup Deposit	\$100.00	
<b>Total Due</b>		0

**Please write separate check for non-refundable fees.**

This worksheet only applies to fees required to be submitted to the Town of Berryville in advance of the proposed event for which you are submitting an application. There may be additional fees necessary to obtain required permits from other government entities based on the nature of the proposed event. Additional fees may also be billed by the Town upon conclusion of the event. A list of these fees can be found in appendix A of the Town of Berryville Special Events and Demonstrations Regulations.