

SPECIAL EVENT PERMIT APPLICATION

A Special Events Permit is required to regulate the time, place and manner of special events and demonstrations within the Town and to accommodate competing demands for the public use of streets, sidewalks and public places. Regulation is necessary to preserve the public peace and safety, to permit free expression on issues of public concerns, to protect persons and property, to maintain acceptable conditions of traffic flow upon the streets and sidewalks and to prevent, control or eliminate any illegal, injurious or dangerous effects of this lawful activity. The Town does not seek to deny or abridge any person's rights of assembly and free speech or the opportunity for communication of thought and discussion of public questions in public places. Refer to Chapter 72 of the Front Royal Municipal Town Code for more information.

APPLICANT INFORMATION

(PLEASE PRINT)

APPLICANT NAME: _____

MAILING ADDRESS: _____

PHONE#: _____

E-MAIL: _____

GROUP/ORGANIZATION *(if applicable)* _____

EVENT INFORMATION

EVENT NAME *(if applicable)* _____

DATE: _____

LOCATION: _____

PRIVATE PROPERTY

PUBLIC PROPERTY *(please check all that apply)*

Historic Downtown Area *(Gazebo, Village Commons)*

Various Town Streets *(Check for Parades/Races)*

Bowman Park

Other *(please specify)* _____

TIME: Begin _____ End _____

Public Property: If you need extra time for setup and cleanup, please indicate how much time is needed in hours:

Setup: _____ Clean Up: _____

CONTACT PERSON ON DAY OF EVENT IF DIFFERENT FROM APPLICANT

Name Phone #

ANTICIPATED REVENUE

If revenue is anticipated to be generated by the event, the individuals or entity that will benefit therefrom is required. Vendors associated with special events permitted through this application shall not be subject to Town business license requirements; however, the approved permit does not eliminate any requirement for any business license/permit which may be prescribed by any other federal, state or local statutes, ordinances, rules or regulations or compliances with any other federal, state or local statutes, ordinances or rules or regulations.

Individual/Entity that will benefit from the event _____

FEES/INSURANCE

The payment of reasonable fees for the use of Town utilities are as follows. Please indicate if the event will need electricity by checking below:

- Electric Service - \$25.00 non-refundable per day paid in advance. The key to the electric box must be picked up at the Visitor Center between the hours of 9:00am – 5:00pm before the event.**
- Water Service – a meter will be placed and the event coordinator/applicant will be billed accordingly**

All checks are made payable to the *Town of Front Royal*. The Town accepts cash and all major credit cards.

Proof of liability insurance (Certificate of Liability Insurance) underwritten by insurers acceptable to the Town, indemnifying the Town against any perils, suits, claims and losses which may arise in connection with the event. Such coverage shall be in amounts based upon risks associated with each type of event in consideration of anticipated attendance. The Certificate of Liability Insurance shall name the Town of Front Royal as an “Additional Insurer” and specifically state the name, date and location of the event. Please indicate if Certificate is attached.

- Certificate of Liability Insurance Attached**

Applications shall be submitted not less than thirty (30) days nor more than six (6) months prior to the date of the proposed activity.

All applications shall be COMPLETED at least thirty (30) days before the date of the proposed activity or the application shall be null and void.

A COMPLETED application shall be processed and either granted or denied within a reasonable time of receipt, but not more than fifteen (15) days from the receipt of any application.

Signature of Applicant

Date

Once completed send to Tina Presley at tpresley@frontroyalva.com, Town Hall 102 E Main Street, (540) 635-8007