



Town of Front Royal Special Events Permit Application

Date Application Received:

All requests must be submitted to the Community Engagement Manager for review. The information requested on the application will be used to determine your eligibility for the special event permit request through an established matrix approved by Town Council. The event will not be considered for approval until the entire application is complete. **Event** applications are due, no later than **30 days prior to the event**. **Parade** requests are due **60 days prior to the event**. If your requested event includes **alcohol**, applications are due no later than **120 days prior to the event**. Submit completed applications to:

Elizabeth Lewis, Community Engagement Manager elewis@frontroyalva.com
102 E. Main Street (P.O. Box 1560) Front Royal, VA 22630

EVENT INFORMATION		
EVENT TITLE		FUNDRAISER? YES / NO
EVENT DATE		FIRST TIME EVENT?
EVENT TIME	START:	END:
	SETUP START:	CLEANUP END:
LOCATION		
ANTICIPATED ATTENDANCE	PARTICIPANTS:	SPECTATORS:
EVENT ORGANIZER'S CONTACT INFORMATION		
PRIMARY	NAME	PHONE
	EMAIL	ADDRESS

REQUESTED UTILITIES INFORMATION <small>FEES MAY APPLY – ALL CORDS AND HOSES MUST BE SECURED.</small>		
ELECTRICITY?	WATER?	TRASH COLLECTION?

STRUCTURE RESERVATIONS & TIMES REQUESTED <small>CHECK ALL THAT APPLY & INCLUDE TIMEFRAME</small>			
GAZEBO	COMMONS PARKING LOT	PAVILION	STREETS DETAILS ON PG 2
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

WILL YOU BE REQUESTING ASSISTANCE FROM THE POLICE DEPARTMENT?

WILL YOU BE USING PORTABLE RESTROOMS? HOW MANY AND LOCATION?

THE ESTIMATED NUMBER OF ATTENDEES WILL DETERMINE THE # OF PORTABLE RESTROOMS NEEDED.

WILL ITEMS BE LEFT OVERNIGHT?

PLEASE LIST ITEMS AND WHO WILL BE MONITORING THEM. TENTS, MECAHNICAL RIDES, BOUNCE HOUSES, ETC REQUIRE A BUILDING PERMIT AND MUST BE ADEQUATELY ANCHORED.

EVENT INFORMATION

WILL THERE BE ANIMALS?	WILL ALCOHOL BE SERVED?	WILL FOOD/BEVERAGE BE SERVED?	WHAT IS THE ESTIMATED MARKETING BUDGET?
HOW MANY VENDORS PARTICIPATING?	HOW MANY VOLUNTEERS/ STAFF?	WILL THERE BE MUSIC?	WILL THERE BE TENTS, MECHANICAL RIDES, BOUNCY HOUSES OR OTHER SIMILAR STRUCTURES?

DESCRIBE YOUR EVENT, INCLUDING DECORATIONS AND PLANNED ACTIVITIES IN DETAIL. PLEASE ALSO INCLUDE A SITE PLAN/SKETCH WITH APPLICATION.

EVENT FEE CALCULATOR		
GATHERING (0-25 PEOPLE) \$25 – NO UTILITIES \$50 – INCLUDES UTILITIES	COMMUNITY (26-1000 PEOPLE) \$50 – NO UTILITIES \$100 – INCLUDES UTILITIES	TOURISM (1001+PEOPLE) \$200 – INCLUDES UTILITIES

CLOSURE FEE CALCULATOR	
FULL STREET CLOSURE - \$100 FULL STREET & COMMONS LOT - \$150 PARTIAL STREET CLOSURE - \$50 PARTIAL STREET & COMMONS LOT - \$100 COMMONS PARKING LOT ONLY - \$50	TOTAL EVENT & CLOSURE FEES: <i>CHECKS PAYABLE: TOWN OF FRONT ROYAL</i> <div style="border: 2px solid black; height: 60px; width: 100%;"></div>

REQUIRED ATTACHMENTS <i>APPLICATION WILL NOT BE REVIEWED UNTIL ALL REQUIREMENTS ARE MET.</i>	
DETAILED MAP OR SKETCH OF CLOSURES REQUESTED	<input type="checkbox"/>
CERTIFICATE OF LIABILITY INSURANCE <i>MUST NAME TOWN OF FRONT ROYAL ADDITIONAL INSURED</i>	<input type="checkbox"/>
COPIES OF ALL PERMITS NEEDED	<input type="checkbox"/>

SIGNATURES & COMMENTS <i>SIGNATURES OF PRIMARY APPLICANT, TOWN DESIGNEE, & COMMENTS</i>	
<p>Event applications are due no later than 30 days prior to event.</p> <p>Parade applications are due no later than 60 days prior to event.</p> <p>Events including alcohol are due no later than 120 days prior to event.</p>	
APPLICANT SIGNATURE _____	DATE _____
TOWN DESIGNEE SIGNATURE _____	DATE _____
ADDITIONAL COMMENTS:	