

TOWN OF FRONT ROYAL

SPECIAL EVENTS 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. Race events shall be responsible to provide traffic cones along affected routes to keep participants within coned boundaries, place race marshals at the start/finish and at every intersection along the coned route. Chapter 72 of the Front Royal Town Code.

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

Event Date/Hours: \_\_\_\_\_

Event Location: \_\_\_\_\_  
(Race Event Please attach route)

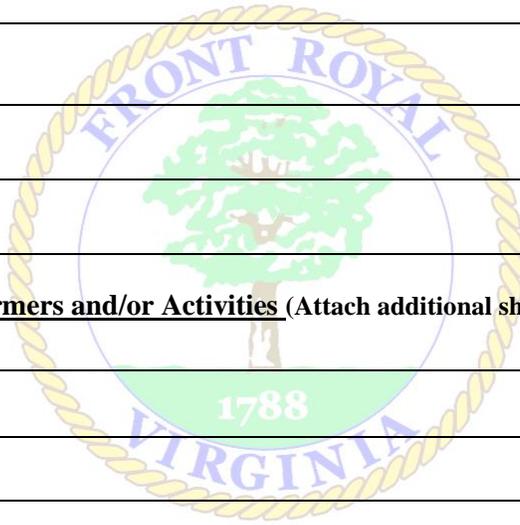
Contact Person: \_\_\_\_\_

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

Contact Phone: \_\_\_\_\_

Contact e-mail: \_\_\_\_\_

**Event Description to Include Performers and/or Activities** (Attach additional sheets if necessary)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



**If Applicable, Applications must include the following plans:**

- Provision for sanitation facilities/garbage disposal (PLEASE SPECIFY)
- Provision for crowd, noise, parking and traffic control (PLEASE SPECIFY)
- Certificate of Liability Insurance naming the Town of Front Royal as Additional Insurer (Event on Town Property)
- Electric Service - \$25.00 non-refundable fee per day payable to the Town of Front Royal

**\*\*Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
**\*\*By signing this application, applicant represents that no music copyrights will be infringed during this event**

**Town Manager Signature** \_\_\_\_\_ **Date:** \_\_\_\_\_  
*Once approved, this application will serve as your Permit.*

**Once Completed Return by E-mail, Mail, or Delivery to:**  
**Tina Presley - [tpresley@frontroyalva.com](mailto:tpresley@frontroyalva.com)**  
**Town Hall, 102 E Main Street, P.O. Box 1560, Front Royal, VA 22630**



## **THE FOLLOWING “CODE OF CONDUCT”**

Applies to all Town-Maintained Areas

(August 2008)

- All children eleven (11) years of age and under must be accompanied by an adult eighteen (18) years of age or older
- Consumption or possession of alcohol is PROHIBITED without proper authorization by the Town of Front Royal and the Virginia ABC Board.
- Horseplay is PROHIBITED at all times.
- Portable sound systems are PROHIBITED unless equipped with earphones or by Town of Front Royal permit.
- Loud, abusive and/or profane language or disruptive behavior is PROHIBITED.
- Playing ball is PROHIBITED.
- Bicycles, skateboards, and roller blades are PROHIBITED on sidewalks and green spaces
- Shirts are required at all times.
- The Town of Front Royal is not responsible for lost or stolen items.

*The Town of Front Royal and/or its agents reserve the right to require anyone violating the “Code of Conduct” to leave any Town-owned and maintained property and/or not to trespass upon the property for a period of one (1) year. Signs are posted.*